

LICENSE REQUIREMENTS

PERSONAL CARE CENTERS (ADULT)

- 1) **Family Personal Care Homes** are defined as a residential home that will have 3-6 clients. They are allowed in Augusta Richmond County only by approval of the Augusta Commission of a Special Exception. There is a \$500.00 non-refundable application fee, there may be no operating residential care homes within 1,200 feet of the proposed home, and both the Planning Commission and the Augusta Commission will hear the petition. For additional information and to have the 1,200 feet search conducted, contact Planning & Zoning at (706) 821-1796.
- 2) Administering Medicine.
 - ❖ We are going to need a copy of the State License for the nurse of the business.
- 3) Planning & Zoning must approve this location for a personal care center.
 - ❖ Contact Planning & Zoning at (706) 821-1796 for approval.
- 4) Richmond County Fire Department will need to conduct a fire inspection.
 - ❖ Contact the Fire Department at 706-821-2929 to schedule the \$75 fire inspection for the facility.
 - ❖ We will need to have the official copy of the fire inspection that is sent to the License Department from the Fire Department in order to sell the business license.
- 5) Georgia Department of Community Health will need to issue a state license for the facility.
 - ❖ Continue to this link for the state license application: [Personal Care Home Application Packet](#)
 - ❖ Here is the link for the checklist to make sure you have everything you need to apply for the state license: [Personal Care Home State License Checklist](#)
 - ❖ We will need the most current inspection report and plan of correction (if applicable) from the Georgia Department of Community Health.
 - ❖ We will also need a statement of the number of individuals that reside and receive care if not stated on the inspection report.
- 6) Richmond County's Code Enforcement requires a site visit & facility inspection if one cannot be done by the state.
 - ❖ Contact Code Enforcement at (706) 312-5049 to schedule the \$50 inspection.
- 5) Complete Business Tax Return (online, <http://www.augustaga.gov/DocumentCenter/View/7328>).
 - ❖ Complete all of the grayed out sections on the attached.
 - ❖ We do require the last 4 SSN on all owners/agents listed on license application.
 - ❖ The person completing the application must be listed as an owner/agent and needs to sign the affidavits as well.
 - ❖ Please provide the number of W-2 employees.
 - ❖ Complete SAVE & E-Verify Affidavits.
 - If you do not have a notary available, do not sign until you are in our office so we can notarize for you at no extra cost.
- 6) Location Requirements Met.

LOCATION REQUIREMENTS

GENERAL LOCATION REQUIREMENTS ON ALL BUSINESSES

- 1.) Is the business located in Augusta-Richmond County?
 - a. Yes, there is an office located in Richmond County.
 - ❖ **Commercial location:** We need the lease agreement (first & signature page) or a deed. We need to have the fire inspection done for the building. Please call Fire Marshall's Department (706) 821-2929 to schedule the fire inspection. The inspection fee is normally \$75 and is paid at our office along with the business license.
 - ❖ **Parking Lot Vendors:** (For example, clothing, retail, bottled water, etc.) The place you choose must be zoned Business and we require a letter of permission from the property owner to conduct your business in their parking lot. If you are setting up at this location permanently, then this will be your physical business location for the business license. If you are wanting to setup at different locations as a street vendor, you must first obtain a Special Use Permit and then provide a copy of a letter of permission from the location you plan to setup at. For each location you setup, you must have a letter of permission to be there.
 - ❖ **Homeowners:** must go to Planning & Zoning to obtain a Special Use Permit that will allow you to use your home as your business location. The Special Use Permit will cost you \$150, which you will pay at Planning & Zoning. If you move to another residence, you will have to get a new Special Use Permit on the new property address.
 - ❖ **Tenants:** must go with the property owner or obtain a notarized letter from the property owner to operate from the home and go to Planning & Zoning to obtain the Special Use Permit. The permit will cost \$150 and will be paid at Planning & Zoning. If you move to another residence, you will have to get a new Special Use Permit for the new property address.
- 2.) No, there is not an office / branch located within Augusta-Richmond County.
 - ❖ If there is an office or branch located within the State of Georgia, we require the current year's business/occupational license from the office location. This would qualify the business as NDOC (non-domicile) so occupational taxes will not be collected. License fee is an administrative fee (\$6 as of January 1, 2014).
 - ❖ If the closest office or branch is located out of the State of Georgia, the license fees will be based on estimated gross revenue for the remainder of the current year.

Common Richmond County Office Locations:

Fire Marshall:

Address: 3117 Deans Bridge Road Augusta, GA 30906

Phone Number: (706) 821-2929

Fax Number: (706) 821-2907

Planning & Zoning:

Address: 535 Telfair Street 3rd Floor Augusta, GA 30901

Phone Number: (706) 821-1796

Fax Number: (706) 821-1806

Planning & Development:

Address: 535 Telfair Street 3rd Floor Augusta, GA 30901

Phone Number: (706) 312-5050

Fax Number: (706) 312-4277