

LICENSE REQUIREMENTS

DOOR-TO-DOOR SALES

- 1) 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.
 - ❖ If the sales reps are direct employees of the company (W-2), then they will not need to get a background check from the Augusta-Richmond County Sheriff's Office.
 - ❖ If the sales reps are individual contractors for the company, then each sales rep must go to the Augusta-Richmond County Sheriff's Department to get a background check. If you have any questions, you may contact the Sheriff's Department at 706-821-1000.
 - ❖ If the workers going door to door are generating revenue that will go directly to the business, then each sales person will need to have a copy of the main business license.
 - ❖ If the workers going door-to-door are generating revenue individually, then they will be considered contractors, and each sales person will need to have their own business license.
 - ❖ The company responsible for the sales representatives must provide a list of all the sales reps that will be going door to door.
 - ❖ 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.

- 2) 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