

LICENSE REQUIREMENTS

PAWNSHOP

- 1.) Complete Business Tax Return (online link, <http://www.augustaga.gov/DocumentCenter/View/7328>).
 - ❖ Complete all of the required sections on the application form.
 - ❖ We do require the last 4 SSN on all owners/agents listed on the 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 for the company.
 - ❖ Complete the SAVE & E-Verify Affidavits.
 - If you do not have a notary available, do not sign the affidavits until you are in our office, so we can notarize the affidavits for you at no extra cost.

- 2.) To sell firearms, you must obtain the Federal Firearms License from the Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives.
 - ❖ Here is the link with information on how to apply for your Federal Fire Arms License: (<https://www.atf.gov/firearms/apply-license>).
 - ❖ Here is the link with the application that is in PDF Format: (<https://www.atf.gov/firearms/docs/form/form-7-application-federal-firearms-license-atf-form-531012/download>).
 - Once you have your Federal Firearms License, we can issue the business license to you.

- 3.) All Pawnshops in Augusta-Richmond County are required to provide a copy of a bond of \$5,000 with Augusta-Richmond County listed on the bond.
 - ❖ Sec. 6-6-14. Pawnbrokers; bond required. In addition to the business tax certificate required by section 6-6-3 herein, it shall be unlawful for any person to engage in the business of pawn broking within Richmond County without giving bond, with two (2) good and approved securities, in the sum of five thousand dollars (\$5,000.00), conditioned to make good all damages sustained by the carelessness, neglect or unfair dealing of such licensee.
 - You can contact any insurance company and ask for the bond for the business. Some insurance companies may have a different term for the bond, so keep that in mind.

- 4.) All Pawnshops in Augusta-Richmond County will pay a Second Hands Good Fee every year that is added to the total business license fees.

- 5.) Pawnshops are also required to register with the Sheriff's Department for Leads Online to track any stolen goods that are sold at the Pawnshop. Link to website: <https://www.leadsonline.com/main/index.php>

- 6.) Please refer to the next page of the handout for business location requirements.

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