

LICENSE REQUIREMENTS

TIRE SHOPS

- 1) Has the shop / building been inspected by the Environmental Inspector, James Robinson?
 - ❖ Schedule an inspection to be conducted by Environmental Inspector, James Robinson for the mechanic shop. Contact James Robinson at (706) 312-5171. We cannot issue the license without James's approval.
 - ❖ You will need to apply for the tire generator number from the state. Please complete the attached tire generator number form. Once you obtain your generator number, we can issue the license.

- 2) 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.

- 3) Location Requirements Met.

LICENSE REQUIREMENTS

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.
 - b) 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 office location. This would qualify the contractor 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

Retail Tire Dealer / Scrap Tire Generator Identification Number Application

(Please type or print)

Persons in Georgia who sell new replacement tires or who generate scrap tires, must complete and submit this form to Georgia EPD per the Georgia Comprehensive Solid Waste Management Act, O.C.G.A. 12-8-20, as amended. By signing this document, the applicant agrees to comply with all applicable local, state, and federal laws, rules, and regulations. **Items marked with an asterisk (*) are required.** Incomplete applications will be returned. Scrap tires must be collected and transported by an EPD-permitted tire carrier (see epd.georgia.gov/scrap-tires for current list). Companies may transport their own tires to a processor or end user, or for disposal, provided they have appropriate documentation. Tire retailers can also transport their own used tires, with appropriate documentation.

I. APPLICANT INFORMATION: Applicants must complete a separate application for each business location.

*Business Name:			*Contact Name:		
Other Business Names (DBA):					
*Business Address:			*City:	*County:	
*State:	*ZIP:	*Phone(s): Business: Or Cell:	Fax:	Email:	
Mailing Address (if different):			City:	County:	
State:	ZIP:	Phone(s): Business: Or Cell:	Fax:		
Contact Name at Mailing Address:			Title/Position:		

II. BUSINESS TYPE: Check *primary* business type. If you sell any new tires to the ultimate consumer, check the first box. If you have more than one business type, *and they are at different addresses*, you must apply for a generator ID# for each location (i.e., submit a separate application form for each location).

	<i>Scrap tire limit</i>			<i>Scrap tire limit</i>
<input type="checkbox"/> New tire retail sales Month/year sales began: <input style="width: 100px;" type="text"/>	1,500	<input type="checkbox"/> Used tire dealer		1,500
<input type="checkbox"/> Licensed used motor vehicle parts dealer License No.: <input style="width: 150px;" type="text"/>	500	<input type="checkbox"/> Auto dealer (that does not sell new replacement tires)		25
<input type="checkbox"/> Automotive maintenance shop	25	<input type="checkbox"/> Sales only distributor/wholesaler		25
<input type="checkbox"/> Tire retreader	3,000	<input type="checkbox"/> Commercial trucking		25
<input type="checkbox"/> Publicly owned vehicle maintenance facility (state and local government)	1,500	<input type="checkbox"/> Beneficial reuse		Site specific
<input type="checkbox"/> Privately owned vehicle maintenance facility (that operates solely to service commercial vehicle fleet)	500	<input type="checkbox"/> Scrap tire processor		Permit specific
<input type="checkbox"/> Registered secondary metals recycler	500	<input type="checkbox"/> Solid waste disposal site		Permit specific
<input type="checkbox"/> Other:				25

Retailers of new replacement tires are responsible for collecting the \$1 tire management fee and reimbursing the State on a quarterly basis. Exceeding the listed scrap tire limits is a violation of state law.

III. SIGNATURE

I certify, under penalty of law, that I have personally examined and am familiar with the information submitted on this document. I believe, warrant, swear, or affirm that the submitted information is true, accurate, and complete.

Authorized Signature:	Date:
Print Name:	Title:

Send completed application to: Environmental Protection Division, Waste Reduction Unit,
4244 International Parkway, Suite 104, Atlanta, GA 30354-3902 | FAX: 404-362-2550.

PLEASE ALLOW AT LEAST 30 DAYS FOR PROCESSING. If you have any questions, call EPD at 404-362-2537. Rev. 05/16