

LICENSE REQUIREMENTS

Mechanic Shop/Mobile Mechanic

- 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.) Do you own the Mechanic Shop?
 - ❖ Have you called to get your shop inspection by the Environmental Inspector, James Robinson, from Code Enforcement?
 - ❖ If not, please contact James at 706-312-5171 to schedule your required inspection. You must comply with all requirements set by the ordinance for the mechanic shop. The shop must pass the inspection from the Environmental Inspector in order to obtain the business license.

- 3.) You will need to get a fire inspection completed by the Augusta-Richmond County Fire Department in order to obtain the business license.
 - ❖ Please contact the Fire Department at 706-821-2929 to schedule the fire inspection.

- 4.) Are you a mobile mechanic?
 - ❖ As a mobile mechanic, you can only do a tire change in a residential zone. If you are caught doing oil changes, brake jobs, or any other form of mid-to-heavy mechanic work at a residential zone, you can be cited for not following the Augusta-Richmond County Zoning Ordinance.
 - ❖ If you need to perform mid-to-heavy mechanic work on a vehicle, you must transfer that vehicle to a licensed and approved mechanic shop to perform the work there.
 - If you do not own a shop, you can provide a letter of permission or lease to perform your job duties at a licensed and approved mechanic shop.
 - ❖ If you are not operating the business from a licensed and approved mechanic shop, then you will need to obtain a Special Use Permit in order to operate the business from you home.
 - Please refer to the General Location Requirements on all Businesses located on the second page of this handout for information on obtaining the Special Use Permit.

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