



# PLANNING AND DEVELOPMENT DEPARTMENT

**Robert Sherman** PH: (706) 312-5050 FAX: (706) 312-4277  
 Director Building Permit: (706) 312-5050  
 1815 Marvin Griffin Road Business License: (706) 312-5053  
 P.O. Box 9270 Alcohol License: (706) 312-5033  
 Augusta, GA 30906 Code Enforcement: (706) 312-5049

## CLOSE ACCOUNT

As owner of the business listed below, I am requesting that the business be closed for one of the following reasons.

Name of business \_\_\_\_\_ Account# \_\_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_\_

- Owner
- President of corporation or partnership

### Check all that apply

- Out of business -- Business closed as of: \_\_\_\_\_
- Sold business. New owner is \_\_\_\_\_
- Owner deceased. Copy of death certificate attached

**Other** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

You may fax this form to 706 312-5037 or mail to the address listed below to the attention of Kathy Y. Jackson. You may also e-mail it to [close\\_my\\_business@augustaga.gov](mailto:close_my_business@augustaga.gov). Enter **"Close Account"** in the subject line.

**Important note:** The person signing this form must be the owner of the business or an authorized individual listed on the original application. For partnerships and corporations, it must be signed by the President or CEO of the organization who also must be listed on the application on file.

**Planning and Development  
 P.O. Box 9270  
 Augusta, Ga. 30906**