



TROUP COUNTY G E O R G I A

Community Development
100 Ridley Avenue

LaGrange, Georgia 30240

Telephone: (706) 883-1650 Fax: (706) 883-1653

Renewal Notice for all Business Licenses & Occupational Tax Certificates (Renewal application and payment of fees are due by 11:59 pm on December 31st of each year. If renewal application and payment of fees are not paid in full by 11:59 pm on February 15 of each year, a late fee will be applied (this grace period does not apply to Beer & Wine License Renewals, these licenses must be renewed by December 31st). At 12:00 am on March 1, a business license renewal will not be processed. If a business license renewal has not been completed prior to 12:00 am on March 1st, the business license will be revoked, and the business owner will be issued a citation for operating a business without a license.):

Please follow the necessary steps, listed below, to renew a Troup County Business License & Occupational Tax Certificate:

- Submit a completed Troup County “Business License & Occupational Tax Certificate Renewal Form”.
- Submit an “Affidavit Verifying Status” certifying legal presence in the United States.
- Submit a copy of a “Secure & Verifiable Document” to prove legal presence in the United States. A Driver’s License or a U.S. Passport / Naturalization Document, if you are a U.S. Citizen. If you are a Permanent Resident, you must submit a copy of your Permanent Resident Card (copy front and back). If you are a qualified alien, you must submit either a valid foreign passport with your I-94, a Temporary Resident Alien Card (I-688), an Employment Authorization Card (I-766 or I-688B).
- For a list, please visit <http://law.ga.gov/immigration-reports>.
- Submit an “E-Verify Affidavit”. All private employers with more than 10 employees as of July 1, 2013, are required to register with the Federal work authorization program, also known as E-Verify.
- Please visit <http://www.uscis.gov/> for E-Verify registration instructions.
- Submit a “Fee Schedule” including the total number of full time employees and the annual fee payment made payable to **Troup County**.
- Submit an updated copy of your Sales Tax ID # or a copy of your Social Security #.
- Submit a copy of your annual business registration with the Georgia Secretary of State office (can be obtained at <https://sos.ga.gov>).
- Submit an updated copy of your State of Georgia Professional / Trade License.
- Proof of yearly inspection by Troup County Fire Marshal (Personal Care Home, Group Homes, Home Day Care, Commercial Day Care, Food Trucks).
- Troup Health Department Certificate (restaurants, food trucks).
- Department of Agriculture updated Cottage Food License.
- Georgia Tax Center Retail Beer & Wine / Pouring Certificate (updated).
- Submit an updated copy of your ServSafe / Food Handler’s certification, where applicable (Cottage Food, Caterers & Restaurants, Food Trucks)

Please return all completed applications, forms, documents, and/or required paper work to the Troup County Building, Zoning, & Planning Department (706-883-1650).

Thank you for doing business in Troup County!

Troup County Board of Commissioners



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Renewal Form for Business License & Occupational Tax Certificate

Business Information		Business Type	
Business Name:		Sole Proprietor:	
DBA/Trade Name:		Partnership:	
Nature of Business Description:		Corporation:	
Federal Employer Identification # (FEIN #):		LLC:	
Sales Tax ID # or Social Security #:		Other	
State of Georgia Professional Trade License # and Date:			
North American Industry Classification System Code # (NAICS #):			
Business Physical Location		Mailing Address (if different)	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Phone:		Contact Name:	
Assessor Parcel Number (APN):		Contact Phone:	
Do you Rent or Own this location?		Contact Email:	
Business Owner		Applicant/Manager	
Name:		Name:	
Address:		Address:	
City:		City:	
State:	Zip:	State:	Zip:
Phone:		Phone:	
Email:		Email:	

I certify that I am the Owner/Agent of this business and that all information provided as part of the application is true and correct.

Signature of Owner/Agent:

Date:

Renewal for Beer & Wine License

Business Information
Business Name:
DBA/Trade Name:
Nature of Business Description:
I certify that I am the Owner/Agent of this business and that all information provided as part of the application is true and correct.
Signature of Owner/Agent:
Date:

Thank you for doing business in Troup County!

Affidavit Verifying Status For Troup County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Troup County, Georgia, Business License or Occupation Tax Certificate, Alcohol License, or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Troup County (circle one) Business License or Occupation Tax Certificate, Alcohol License, or other public benefit for _____
(Name of the person applying on behalf of individual, business, corporation, partnership, or other private entity) as a representative of _____ (Name of the business, corporation, partnership, or other private entity).

1) _____ I am a United States Citizen 18 years of age or older.

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older and lawfully present in the United States.*** All persons that check this must be verified through the Department of Homeland Security's SAVE program.

3) _____ **Must provide a copy of a Secure & Verifiable Document.**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date:

Printed Name:

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

Notary Public _____

***Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

E-VERIFY AFFIDAVIT



TROUP COUNTY G E O R G I A

Private Employer Affidavit Pursuant to O.C.G.A. §36-60-6(d)

By executing this affidavit under oath, as an applicant for a Troup County Business License
(business license, occupational tax certificate, or other document required to operate a business) as referenced in
O.C.G.A. §36-60-6(d), the undersigned applicant representing the private employer known as

(Company name & applicant name) verifies
one of the following with respect to the application for the above mentioned document:

1. (a) _____ On January 1st of the below signed year, the individual, firm, or corporation employed more than ten (10) employees.
If the employer selected 1 (a) please fill out Section 2 below
(b) _____ On January 1st of the below signed year, the individual, firm, or corporation employed ten (10) or fewer employees.
2. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. §36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

Federal Work Authorization User Identification Number
(Company ID / E-Verify Number)

Date Authorized

In making the above representation under oath, I understand that any person who knowingly and willfully makes false, fictitious, or fraudulent statement or representation in an affidavit, shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties allowed by such statute.

Executed on the _____ date of _____, 20____ in _____ (City) _____ (State)

Signature of Authorized Officer / Agent of Company

Printed Name of and Title of Authorized Officer / Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC

My Commission Expires:

Troup County Board of Commissioners



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GEORGIA

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BUSINESS LICENSE & OCCUPATIONAL TAX CERTIFICATE FEE SCHEDULE

In accordance with Georgia State Law, House Bill 362, county business license fees have been restructured. Please review the chart below and enclose the appropriate fee for your particular size of business.

Please make the check payable to: Troup County

Business or Practitioner	Employees	License Fee	Admin Fees	Total Fees
0 - 5	_____	\$125.00 +	\$40.00 =	\$165.00
6 - 10	_____	\$150.00 +	\$40.00 =	\$190.00
11 - 15	_____	\$225.00 +	\$40.00 =	\$265.00
16 - 30	_____	\$350.00 +	\$40.00 =	\$390.00
31 - 50	_____	\$500.00 +	\$40.00 =	\$540.00
51 - 75	_____	\$750.00 +	\$40.00 =	\$790.00
76 - 100	_____	\$1000.00 +	\$40.00 =	\$1040.00
Cap Plus \$10.00 per employee over 100				

<u>License Renewed After February 15th</u>		
10% Late Fee	=	Total if Late
+ \$12.50	=	\$177.50
+ \$15.00	=	\$205.00
+ \$22.50	=	\$287.50
+ \$35.00	=	\$425.00
+ \$50.00	=	\$590.00
+ \$75.00	=	\$865.00
+ \$100.00	=	\$1,140.00

****NOTE**** Part Time Employees:

Please use this as an example.

(2) Part-Time Employees = 1 Full Time Employee _____

(5) Part-Time Employees = 2 Full Time Employees _____

<u>Beer & Wine Licenses</u>		<u>License Fees</u>		<u>License Fees</u>
Retail Package License:	Beer	\$500.00	Wine	\$200.00
Retail Pouring License:	Beer	\$500.00	Wine	\$200.00
Wholesale Distributors License:	Beer	\$500.00	Wine	\$500.00
Alcoholic Beverage Catering License:	(Beer and Wine)	\$100.00	Total	
Farm Winery License:	Operating Premises	\$200.00	Tasting Room	\$100.00 (Per Room)
Farm Winery Retail Package License:	Beer	\$ 50.00	Wine	\$ 50.00
Farm Winery Retail Pouring License:	Beer	\$ 50.00	Wine	\$ 50.00
Entertainment License:		\$250.00		

***Under the New Georgia State law, businesses operating within the State of Georgia are responsible for purchasing a license in the jurisdiction in which the business is located. However, business owners outside the State of Georgia will be responsible for obtaining a license in the jurisdiction in which work is being conducted.

Thank you for doing business in Troup County!