

LICENSE REQUIREMENTS

Food Vendor

- 1) Alcohol sold.
 - ❖ Contact our Alcohol Division at (706) 312-5036 for information on Alcohol and Business licenses.
- 2) Commercial location.
 - ❖ Cannot cook / sell food from residential home. The only food service able to provide from residential home will be under the Cottage Food Program. Cottage Food Operators may only produce non-potentially hazardous foods in their home kitchens for sale to the end consumer. Please contact the Food Safety Division at (404)-656-3627 to learn more.
- 3) Health Department Permit.
 - ❖ Required to contact the Health Dept. at (706) 667-4234 or (706) 790-0661 to obtain their approval and permit. Bring it to our office with completed application.
- 4) 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.
 - (i) 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.
- 5) 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.
 - ❖ **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.
 - ❖ **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 landlord to Planning & Zoning to obtain the Special Use Permit. The permit will cost \$150 and will be paid at Planning & Zoning. You could also get the paperwork from Planning & Zoning and take it to your landlord and have them complete the documents. The paperwork will have to be notarized prior to going back to Planning & Zoning. If you move to another residence, you will have to get a new Special Use Permit on the new property address.
 - 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