



CITY OF THOMASTON

106 East Lee Street
P.O. Box 672
Thomaston, GA 30286

NEW OCCUPATIONAL TAX CERTIFICATE APPLICATION

CHECKLIST		CONTACT INFORMATION
☐	Food Service Applicants <u>Environmental Health Permit:</u> All City of Thomaston food service establishments (packaged or unpackaged service) are required to contact the Upson County Environmental Health to apply for appropriate food service permitting. Environmental Health may advise you to be permitted through Environmental Health and/or Department of Agriculture. Provide a copy of your Environmental Health Permit with this application as noted below.	Upson County Environmental Health 706-647-5749
☐	Food Service Applicants <u>Dept of Agriculture Permit:</u> Should you be referred to the Department of Agriculture for permitting, apply for your permit and provide a copy with this application as noted below.	GA Dept of AG 404-656-3600 800-282-5852 http://agr.georgia.gov
☐	Food Service Applicants <u>FOG Permit:</u> All food service establishments are required to be in compliance with and hold a Fats, Oil, & Grease Wastewater (FOG) discharge permit by the City of Thomaston. Contact the City of Thomaston Water / Sewer Department to obtain a permit. Submit a copy of your FOG permit with this application.	City of Thomaston Water/Sewer Dept 706-646-8031
☐	All Applicants <u>Building Safety, Code, and Camera Inspections:</u> Schedule the following inspections prior to submitting your application: - All businesses, Home Based Excluded: Building Safety Inspection, by Thomaston Fire Dept. - All businesses selling packaged alcohol: Camera Inspection, by Thomaston Police Dept - All businesses, Home Based Excluded: Building Code Inspection, by Thomaston Building Official Each inspector will provide you with an inspection form to submit with your application.	To schedule inspections, email permits@cityofthomaston.com
☐	All Applicants <u>Supporting Documents Required</u> Submit the following documents with your application: - Copy of applicants valid State issued ID or Passport - Copy of the property lease or proof of ownership - Copy of all State Licenses required for your business - Copy of your Articles of Incorporation if required for your business - Copy of all food service permits if required (FOG, Dept of AG, Environmental Health)	
☐	All Applicants <u>Notarize Forms</u> Notarize all required documents within this application. The City of Thomaston is happy to assist with this service at no additional charge. Just ask.	
☐	All Applicants <u>Zoning Verification</u> When your application is submitted, The City of Thomaston will verify the intended use is allowable in the zoning for the proposed business location. Be clear and detailed on page 4.	
☐	All Applicants <u>Submit And Pay</u> Visit City Hall City Manager's Office (2 nd floor) to submit your NEW Occupational Tax Certificate application and pay fees. Fees can be paid in the form of cash, check or money order.	Finance Department 106 E. Lee Street Thomaston, GA 30286

Contact US

 706-647-6633
 706-647-6636
 www.cityofthomaston.com

Submit to:

Finance Department
 City of Thomaston
 106 E. Lee Street,
 Thomaston, GA 30286
 Monday – Friday
 8:00 AM – 4:30 PM