



CITY OF ELLIJAY

BUSINESS LICENSE APPLICATION

Tax Collector's Office ∞ 197 North Main Street ∞ Ellijay GA 30540
(706) 635-4711 X3 ∞ cityclerk@ellijay.com

New Business ☐ Change of Ownership ☐ Business Relocation ☐ Business Name Change ☐

Note: Copies of ALL licenses are required to be submitted with this application

E-Verify # _____

Name of Business _____

DBA-Doing Business As _____

Business Location (No P.O. Box) _____

Business Mailing Address _____

Business Phone _____

Cell Phone _____

Website Address _____

Email Address _____

Owner/Manager Name _____

Owner/Manager Contact Phone _____

Owner/Manager Home Address (No P.O. Box) _____

Nature of Business _____

Drivers License No. _____

Federal ID or Social Security No. _____

GA Sales Tax ID No. _____

Professional License No. (if applicable) _____

☐ Corporation

☐ Partnership

☐ Sole Proprietor

☐ Limited Liability Company

☐ Trust

Have you had a business license in the City of Ellijay before? _____ If yes, business name _____

Number of Employees _____ (occupational tax amount is based on this number. Failure to provide truthful and accurate information shall be subject to fine and/or imprisonment as defined in City Charter)

Number of Employees

0 - 4

5 - 10

11 - 30

31 - 50

51 - 100

Fee

\$ 100.00

\$ 150.00

\$ 250.00

\$ 500.00

\$ 750.00

Number of Employees

101 - 200

201 - 300

Over 300

Fee

\$1,500.00

\$3,000.00

\$3,000.00 plus \$10.00 for each

additional full-time employee

Under penalty of perjury, I declare I am authorized to make this application and that to the best of my knowledge and belief it is a true, correct and complete statement made in good faith for the period stated, in compliance with the provisions of the Ellijay Business License Ordinance. I also understand that my license will expire on December 31st each year and I will be in violation of City Ordinance and subject to the penalties provided should I allow my license to lapse. I further understand that it is MY responsibility to notify the City of Ellijay IN WRITING upon closure of my business and that failure to do so will make me responsible for any and all taxes associated with this business.

Signature/Title _____ Date: _____

Approval (Code Enforcement Officer) _____ Approval City Clerk _____

Approval/Fire Chief _____

White Copy/Record

Yellow Copy/Fire Chief

City of Ellijay

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

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.

*** If you select Section 1 (A), please fill out Section 2 and then execute below.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1 (B), please skip Section 2 and execute below.

Section 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. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, 201__ in Ellijay, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

City of Ellijay
**SIGN PERMIT
APPLICATION**

Permit # _____

BUSINESS OR PERSON REQUESTING PERMIT:

NAME _____ PHONE # _____

ADDRESS _____

**OWNER OR DULY AUTHORIZED LESSEE OF THE PREMISES ON WHICH SIGN WILL
BE PLACED:**

NAME _____ PHONE # _____

ADDRESS _____

SIGNATURE _____

SIGN CONTRACTOR:

NAME _____ PHONE # _____

ADDRESS _____

CITY OF ELLIJAY BUSINESS LICENSE NO. _____

LEGAL DESCRIPTION AND /OR STREET ADDRESS UPON WHICH SIGN WILL BE
LOCATED: (YOU MAY ATTACH A COPY OF THE DEED)

TYPE OF SIGN FOR WHICH PERMIT IS BEING SOUGHT:

WINDOW _____ BLDG. SURFACE _____ POLE _____ GROUND _____ AWNING _____

BILLBOARD _____ ROOF _____ OTHER: (DESCRIBE) _____

**Please provide a drawing or rendering of the proposed sign. Include dimensions and if it will be
free-standing (not attached to a building) then also include a plat or drawing of the property and
where the sign will be located on the property.**

APPROVED _____ DENIED _____

Code Enforcement Officer

Date

DATE PAID _____

HOW PAID _____

RECEIPT # _____



City of Ellijay Fire Department
 197 North Main Street
 Ellijay, Ga 30540
 (706)635-7430

New Business Life Safety Checklist

	Yes	No	N/A	Remarks Section
Street Address Posted (4" Min)				
Fire walls or partitions have no penetrations				
Exits are Marked & Lit				
Emergency Lights Operable				
Exit doors are cleared and unlocked				
Electrical Room clear and accessible				
No extension Cords				
All electrical switches and outlets are covered				
No open empty spaces in electrical panel box				
Compressed gas cylinders are secured				
Portable fire extinguishers maintained and Tagged (min 5lb ABC serviced yearly)				
Gas fired water heater has a min of 3" clearance all around from combustibles				
Storage - Not blocking exits, panel boxes, etc.				
Sprinkler System Maintained & Tagged (serviced yearly)				
Hood System Maintained & Tagged (every 6 months)				

A Knox box will be required for all new business, changes of ownership and renovations over 50% before a business license can be issued. It is the responsibility of the applicant to install the Knox Box. The box may be ordered online at www.knoxbox.com or a paper order form can be requested from the City of Ellijay Fire Department at 197 North Main St Ellijay, Ga 30540.

Fulfilling the requirements of this form does not ensure that a business license will be issued. The form is meant to help new business owners with the Ellijay Fire Department inspection process and is not an all inclusive form.

Information Regarding Your Business License Renewal

If you are a U.S. Citizen the SAVE Affidavit (also known as the U.S. Citizen/Qualified Alien affidavit O.C.G.A. § 50-36-1(e)(2)) and the secure and verifiable documents for U.S. Citizens **are not required** to be submitted for renewal provided you supplied these documents during the last renewal.

If you are a Legal Permanent Resident or a Qualified Alien you must submit the SAVE Affidavit (U.S. Citizen/Qualified Alien Affidavit) and the secure and verifiable document for renewal. Please visit www.law.ga.gov and proceed to key issues followed by immigration reports for more information on secure and verifiable documents.

What is E-Verify?

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce. <http://www.uscis.gov/portal/site/uscis>

Who should sign the Private Employer Affidavit?

As of July 1, 2013 private employers with more than 10 employees are required to register for and use E-Verify and to sign an private employer affidavit attesting to such. Any employer with less than 11 employees is exempt from this requirement, but must complete an affidavit attesting that they are exempt. The affidavit requirement does not apply if the private employer has previously provided an affidavit AND has not changed their E-Verify number. For renewals, the private employer is only required to provide their E-Verify number (provided it did not change from last year) or provide the affidavit attesting they are exempt. The applicant that signed the application for the public benefit must be the individual signing the private employer affidavit and must submit their current valid ID. Applicants should be authorized to sign on behalf of the company.

What if the applicant who has applied for a public benefit refuses to sign the Private Employer Affidavit? If the applicant refuses to sign the Private Employer Affidavit the city will not provide the public benefit. The city is required to submit an annual compliance report to the Department of Audits and Accounts for all contracts entered into for the 'physical performance of services'. Beginning January 1, 2012 the same provisions will apply to the issuance of occupational tax certificates and other licenses/permits.

Where do I find information regarding E-Verify and the O.C.G.A. § 36-60-6 law online?

Please visit this website <http://www.lexisnexis.com/hottopics/gacode/Default.asp> for detailed information

How do I know if I need a Georgia Sales & Use Tax number? Where and how do I obtain a Georgia Sales & Use Tax number? Businesses are required to collect sales taxes on the retail sale of merchandise, the rental of certain items and for certain services. Contact the Georgia Department of Revenue at (404) 417-4490 for information and to obtain your sales tax number: <http://www.dor.ga.gov>.

Where can I obtain an Employee Identification Number (EIN) or Tax I.D. Number?

The Employee Identification Number (EIN) or Tax I.D. Number is issued by the Internal Revenue Service. Please contact the Business and Specialty Tax Line at (800) 829-4933. If you do not operate your business under an EIN or Tax I.D. Number, then you must provide the responsible person's Social Security Number.

When does my business license expire?

All licenses expire on December 31st each year. Your license must be renewed by this date to avoid penalties.

What items must be included with my application?

In addition to the required affidavits, a copy of your driver's license and all State and Federal required licenses must be included with your application.

What if I change my business name or move my business prior to the expiration date of my license?

If you move your business location, change the name of your business, or make any other changes not included on your original application, you must submit a new application.

What if I close my business?

If you close your business you are responsible for providing written notification of the closure. You must also notify the City if you move your business outside the City's jurisdiction. Failure to do this will result in you being responsible for all taxes related to the business. Taxes, penalties and interest will accrue accordingly.

Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 ("IIRREA") provides that "[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]