



OCCUPATIONAL TAX APPLICATION

Business License - City of Statham

Please submit by December 1st to prevent delay in processing

*To apply for a new commercial business license, an approved Business Use Verification form, a Property Owner(s) Authorization form (if applicable), and an approved fire marshal inspection report are required before submittal of a City of Statham Occupational Tax application.

*To apply for a new home business license, a Home Occupation and Code Acknowledgement Form is required.

*All commercial business licenses (renewals or new), require an annual fire marshal inspection. No business license will be issued without an approval report from the fire marshal.

****TO SCHEDULE A FIRE AND LIFE SAFETY CODE INSPECTION WITH THE FIRE MARSHAL, VISIT WWW.BARROWGAFIREMARSHAL.ORG/APPLICATIONS-PERMITS. YOU MUST SCHEDULE YOUR INSPECTION USING THEIR WEBSITE.****

Information

- New businesses shall not begin operation until a fire and life safety inspection has been approved, and a City of Statham Business License is issued.
- Businesses operating without the proper business license will be charged penalties and interest for operating without a license.
- Your business may be subject to Regulatory Fees in addition to the Occupational Tax.
- For Home Business Licenses, the business location must match the address located on the applicant's valid government issued ID.
- Businesses operating as a corporation or any legal entity filed with the Secretary of State Office must provide a copy of the state sealed certificate and articles of organization which includes all members/owners.
- Businesses operating as a Partnership – ALL parties must sign the business application and provide a valid government issued ID.

Alcohol License Application Checklist

- Additional \$150.00 investigative and administrative fee for new applications. For renewal applications, the fee is \$75.00 and must be in the same applicant and same business as previous year.
- ***Distance Waiver for Alcohol License*** - if located next to a place of worship. Complete and return with application for the regular alcohol license. Must be approved by City Council annually.
- ***Fingerprint Work Order with Barrow County Sheriff's Office*** – New applicants; this must be completed and results received by City Hall prior to Work Session and Council Meetings for application approval.
- READ the City of Statham Alcohol Ordinance located on the City's website. By submitting an application for alcohol license, you are verifying you have read and understand the Alcohol Ordinance.