



City of Fort Oglethorpe

500 City Hall Drive  
Fort Oglethorpe, GA 30742

**APPLICATION  
FOR  
OCCUPATION TAX LICENSE  
(Business License)**

706.866.2544 Ext. 1101

## Instructions for Occupation Tax License

The following instructions are pursuant to City Code Book Chapter 22 and all applicable state law referenced for an Occupation Tax Certificate (Business License) in the City of Fort Oglethorpe. The application will be reviewed within five (5) days. If approved, a bill will be sent. **All lines on the application must be completed** before it will be accepted. **Please print or type.**

- An Occupation Tax License is required before transacting business.
- Each Location and each line of business requires a separate Occupation license.
- Professional practitioners, pursuant to OCGA 43, must provide a copy of a current state license, even if the gross receipts method is used.
- Anyone applying for a new Occupational License, change of business address or change of business occupancy, must contact the Fort Oglethorpe Building Department within 24 hours for an inspection of their building (fire safety, handicapped accessibility, etc.). Call (706) 866-2544 ext. 1200 or 1101

### **Requirements for Issuance of an Occupation Tax License:**

- Business location must be within Fort Oglethorpe city limits.
- Any existing Occupational License must be returned before another can be issued.

### **ALL APPLICATIONS MUST INCLUDE:**

- Full compliance with the Fort Oglethorpe Ordinances and the State of Georgia minimum standard building code and a Certificate of Occupancy from Permits and Inspections Director (see attached notice from Permits and Inspection Department).

**Please contact the Building Inspector (706) 866-2544 ext. 1200 or 1101 to schedule an inspection.**

- Georgia Sales Tax Number for Retail Sales ([dor.georgia.gov](http://dor.georgia.gov))
- A letter of approval from the property owner is necessary if the applicant does not own the property (verified with the City of Fort Oglethorpe Tax Digest) or a photocopy of the Lease Agreement for our records.
- If the business is operating from a residential property, the applicant must sign a copy of the ordinance pertaining to operating a business from a residence (see form attached).
- For automotive repair shops, the applicant must sign and date a statement regarding the rules for operating such a business in the City.

### **ADDITIONAL REQUIREMENTS FOR FOOD SERVICES:**

- Restaurant or Food Preparation Service – A Health Department Permit is required with the application. Telephone Number: (706) 935-2000 / [nwgapublichealth.org](http://nwgapublichealth.org)
- Wholesale / Retail packaged Food Sales – A certificate from the Department of Agriculture is required with the application.

## CITY OF FORT OGLETHORPE

### PERMITS / INSPECTIONS

**UNDER CITY ORDINANCE #2017-01, 2-13-2017 - PERMITS REQUIRED:** It shall be unlawful for any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building, signboard, billboard, or other structure, or who desires to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas mechanical or plumbing system, the installation of which is regulated by technical codes, without first obtaining permits from the City of Fort Oglethorpe. Permits can be obtained from the Permits and Inspections Department.

**UNDER CITY ORDINANCE #2013-24, 12-17-2013 - SIGN PERMIT REQUIRED:** You are required to apply for and obtain a sign permit to post, display, substantially change or erect any sign or advertising device in the city. Permits can be obtained from the permit and License Department.

If you have any further questions about these or other city codes, please contact my office at (706) 866-2544 ext. 1101.

City of Fort Oglethorpe  
PO BOX 5509  
500 City Hall Drive  
Fort Oglethorpe, Georgia 30742

BUSINESS LICENSE APPLICATION

FOR CALENDAR YEAR: \_\_\_\_\_

*All information must be completed before application will be accepted.*

CHECK ONE:     New                       Amended                       Final

CHECK ONE:     Sole Owner                       Partnership                       Corporation

STARTING DATE: \_\_\_\_\_

DATE BUSINESS CHANGES OCCURRED: \_\_\_\_\_

YEARLY TOTAL EVEN DOLLAR GROSS BUSINESS RECEIPTS: \$ \_\_\_\_\_

PROFESSIONAL PRACTITIONERS (State Licensed):     \$400 Flat Fee, plus 50.00 admin. fee     Gross Receipts  
*(A current copy of the State License must be supplied annually with the renewal)*

BUSINESS NAME: _____
BUSINESS LOCATION: _____
MAILING ADDRESS (if different than above): _____
BUSINESS OWNER: _____
OWNER'S HOME ADDRESS: _____
BUSINESS PHONE: _____ HOME PHONE: _____ EMAIL ADDRESS: _____
SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
FEDERAL ID NUMBER: _____
GEORGIAL SALES TAX NUMBER: _____

**I (print name),** \_\_\_\_\_ **BEING THE (insert title)** \_\_\_\_\_

**OF THE BUSINESS FIRM, DO HEREBY REGISTER TO OPERATE (type of business)** \_\_\_\_\_

\_\_\_\_\_ **AT THIS LOCATION.**

*In accord with the business ordinance of the City of Fort Oglethorpe, Georgia, I, the undersigned, certify that I am the person duly authorized by the business herein named to file this application, including the accompanying schedules and statements that the same are true, correct, and complete. I understand that this application does not authorize me to conduct business and the license cannot be issued without Fire Marshal approval. (Initial)* \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DO NOT WRITE (CITY USE ONLY)	
SIC NUMBER: _____	BUSINESS TAX CLASS NUMBER: _____
G/R FEE \$ _____	REG FEE \$ _____ TOTAL \$ _____
FIRE MARSHAL APPROVAL <input type="checkbox"/>	CITY TAXES PAID <input type="checkbox"/> ZONING <input type="checkbox"/> LEASE <input type="checkbox"/>
BUILDING OFFICIAL _____	CITY MANAGER _____

FORT OGLETHORPE BUILDING DEPARTMENT

BUILDING DEPARTMENT INSPECTIONS OFFICE

TO: BUSINESS LICENSE AND HEALTH DEPARTMENTS  
FROM: FORT OGLETHORPE BUILDING DEPARTMENT  
SUBJECT: BUILDING DEPARTMENT INSPECTIONS APPROVAL  
DATE: \_\_\_\_\_

ESTABLISHMENT APPROVED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
INSPECTOR

\_\_\_\_\_  
DATE

LOCATION / EMERGENCY INFORMATION

**BUSINESS NAME (if different):** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **SUITE:** \_\_\_\_\_

**PHONE(S):** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

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## AFFIDAVIT PERTAINING TO HOME BUSINESS

Must be read and signed if you plan to operate a business from a residential property.

### ARTICLE V – ZONING ORDINANCE

#### § 5.1 Home occupations

Home occupations are accessory uses in residential districts and shall be governed by the standards set out in this section. These standards are intended to ensure compatibility with the residential character of the neighborhood and to emphasize the clearly secondary or incidental status of the home occupation in relation to the residential use of the mail building.

#### § 5.2 Standards

The following standards must be met for all home occupations:

- a) Such occupation shall be located and conducted in such a manner that the average neighbor, under normal circumstances, would not be aware of its existence.
- b) Such occupations shall be conducted solely by occupants at the residence.
- c) No structural alteration of the residence, accessory buildings, or the property shall be made, and no more than twenty-five percent (25%) of the gross floor area shall be utilized.
- d) The applicant must be the owner of the property on which the home occupation is to be located; or, if the applicant is a tenant, he must have written approval of the owner of the property.
- e) No stock in trade (except articles produced by the members of the immediate family residing on the premises) shall be displayed or sold upon the premises.
- f) No outside storage related to the home occupation shall be permitted.
- g) The use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time.
- h) No uses shall create noise, dust vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to a greater or more frequent extent than usually experienced in an average residential occupancy.
- i) Signs advertising the home occupations shall be limited to four (4) square feet and not illuminated.
- j) One commercial vehicle is permitted in connection with the home occupation.

I affirm that I have read the above ordinances of the City of Fort Oglethorpe Zoning Codes.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_