



**PLEASE READ THE NEXT 3 PAGES VERY CAREFULLY.**

Only one (1) of the two (2) affidavits will apply to you.

**AFFIDAVIT A OR AFFIDAVIT B**

Make sure you have your signature notarized before submitting to the business license department for we cannot notarize our own forms.

Thank You  
Business License Department

**AFFIDAVIT FOR UNITED STATES CITIZENS AND LEGAL PERMANENT  
RESIDENTS**

***Instructions:*** As required by Official Code of Georgia § 50-36-1(d)(1), any natural person who applies for a state or local public benefit must execute one of two affidavits concerning the applicant's legal presence in the United States. Any applicant who is the sole owner of a business or the sole member of an LLC and who is either a United States Citizen or legal permanent resident is required to execute this Affidavit under oath before a notary public.

**AFFIDAVIT "A"**

I, \_\_\_\_\_, first being duly sworn do swear  
(name)

or affirm under penalty of perjury that I am a United States citizen or legal permanent resident 18 years of age or older. Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in this Affidavit shall be guilty of a violation of Official Code of Georgia § 16-10-20.

Sworn to and subscribed

\_\_\_\_\_  
Signature

Before me this \_\_\_\_ day

Of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

Seal

**AFFIDAVIT FOR QUALIFIED ALIENS OR NONIMMIGRANTS LAWFULLY  
PRESENT IN THE UNITED STATES**

***Instructions:*** As required by Official Code of Georgia § 50-36-1(d)(1), any natural person who applies for a state or local public benefit must execute one of two affidavits concerning the applicant's legal presence in the United States. Any applicant who is the sole owner of a business or the sole member of an LLC and who is either a qualified alien or nonimmigrant lawfully present in the United States is required to execute this attached Affidavit under oath before a notary public.

Verification of your Affidavit will be made through the Systematic Alien Verification of Entitlement (SAVE) program operated by the United States Department of Homeland Security. Therefore, a front and back copy of one of the following documents must be attached to the Affidavit:

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1. Valid, Unexpired Foreign Passport with I-94
2. Temporary Resident Alien Card (I-688)
3. Employment Authorization Card (I-76 or I-688A)
4. Employment Authorization Document (I-688B)
5. Refugee Travel Document (I-571)

*In most cases, verification can be made quickly; however, in some cases, verification may take several days or weeks. If you qualify in all other respects for an Occupation Tax Certificate, it will be issued once verification is complete. All Gwinnett County Occupation Tax Certificates expire on March 31 of the following year or the date on which your legal presence document expires, whichever is sooner.*

**AFFIDAVIT "B"**

I, \_\_\_\_\_, first being duly sworn do swear  
(name)

or affirm under penalty of perjury that I am a qualified alien or nonimmigrant 18 years of age or older. Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in this Affidavit shall be guilty of a violation of Official Code of Georgia § 16-10-20.

Sworn to and subscribed

\_\_\_\_\_  
Signature

Before me this \_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

Seal

## BUSINESS LICENSE INFORMATION

### Renewal Information

(SECTION 32-111)

ALL LICENSES EXPIRE DECEMBER 31<sup>ST</sup> OF EVERY YEAR.

RENEWALS WILL BE MAILED OUT ON NOVEMBER 1<sup>ST</sup>

ANY PAYMENTS RECEIVED AFTER DECEMBER 31<sup>ST</sup> A LATE FEE OF \$25 WILL BE ADDED.

AFTER JANUARY 31<sup>ST</sup> THE LICENSE WILL BE TERMINATED

### Fee Schedule

1-2 EMPLOYEES \$25

3-9 ADDITIONAL \$5 EACH ADDITIONAL EMPLOYEE

10-99 ADDITIONAL \$4 EACH ADDITIONAL EMPLOYEE

\$37.50 SUBCONTRACTOR

\$50.00 GENERAL CONTRACTOR

\$75.00 DOCTOR, ARCHITECT, USED CAR SALES, CPA, PHARMACIST

\$100.00 FORTUNE TELLER/HAND ANALYSIS, CARNIVAL,

PAWN BROKER, BEER/ WINE DISTRIBUTER

\$125.00 FINANCE/LOAN COMPANY,

If your business is in a **new** commercial building there has to be a Certificate of Occupancy for the building/suite from the City of Lawrenceville issued before an application for a business license can be submitted.

If you are making **any** changes to the inside of the building besides carpet and paint such as Electric, Plumbing, HVAC, Gas, Structural, you will need to get a building permit and a certificate of occupancy before a business license can be submitted.

Food service establishments will need Environmental Health, Fire Marshall and Gwinnett County Sewer (grease traps) approval before license can be submitted. This also applies when there is a change of ownership.

Environmental Health  
455 Grayson Hwy  
Lawrenceville  
770-963-2310

Fire Marshall  
One Justice Square  
446 W Crogan ST  
Ste 100  
Lawrenceville  
678-518-6100

Gw Co Sewer  
One Justice Square  
446 W Crogan St  
Ste 100  
Lawrenceville  
678-518-6150

I HAVE READ AND UNDERSTAND THE INFORMATION STATED ABOVE.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

IMPORTANT PHONE NUMBERS

STATE

STATE OF GEORGIA 404-656-2000

State of GA.Agriculture - 1-800-786-0175

Alcohol/Tobacco Tax Information 404-656-4262

Georgia Tax Information- 404-417-6601 or [www.gatax.org](http://www.gatax.org)

Federal Tax Information and ID numbers- 1-800-829-3676 or  
[www.irs.gov](http://www.irs.gov)

State Used Car License - 478-207-1460

Better Business Bureau - 404-688-4910

Small Business Development Center - 770-806-2124

Gwinnett Clean and Beautiful - 770-822-5187

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GBI - 404-244-2639

Cosmetology - 478-207-1430

Daycare - 404-657-5562

COUNTY

Business Name Registration

Gwinnett County Justice and Administration  
75 Langley Dr.  
Lawrenceville 770-822-8196

Pawn License

Gwinnett County Annex Building  
750 Perry St, Lawrenceville  
678-377-4305

Gwinnett Chamber of Commerce - 770-232-3000

Environmental Health

240 Oak St.  
Lawrenceville  
770-963-5132  
770-963-5133

Fire Marshall

One Justice Square  
446 W Crogan ST Ste 100  
678-518-6100

RV08/07



# Lawrenceville Police Department

## Crime Prevention Unit

P. O. Box 2200  
20 S. Clayton Street  
Lawrenceville, GA. 30045  
Phone: 770-963-2443  
Fax: 770-339-2415

Business Name (As Displayed on Business): \_\_\_\_\_

Business Owner: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Suite / Apt. / Bldg: \_\_\_\_\_

Closest Intersection or Cross Street: \_\_\_\_\_

Adjacent Business: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Hazards: \_\_\_\_\_

Alarm Company Name: \_\_\_\_\_

Alarm Company Phone #: ( ) \_\_\_\_\_

#1 Contact Person: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

2nd Phone #: ( ) \_\_\_\_\_ 3rd Phone #: ( ) \_\_\_\_\_

#2 Contact Person: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

2nd Phone #: ( ) \_\_\_\_\_ 3rd Phone #: ( ) \_\_\_\_\_

#3 Contact Person: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

2nd Phone #: ( ) \_\_\_\_\_ 3rd Phone #: ( ) \_\_\_\_\_

#4 Contact Person: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

2nd Phone #: ( ) \_\_\_\_\_ 3rd Phone #: ( ) \_\_\_\_\_

Information provided by: \_\_\_\_\_

(Signature / Title)

**CONFIDENTIAL and for OFFICIAL USE ONLY**

INTERNAL USE – LAST UPDATED: \_\_\_\_\_ OPERATOR: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_