

HOME BUSINESS LICENSE CHECKLIST:

City of Lawrenceville Business License Department has up to 48 hours to approve your application. After the application has been reviewed, our office will notify you of the approval or any problems. If approved you may then submit the appropriate fees and receive your license.

- 1) _____ Attach a copy of valid identification
- 2) _____ Attach copy of current State Registration (if applicable)
- 3) _____ Attach copy of current State License (if applicable)
- 4) _____ Copy of the signed lease with your name on it OR
- 5) _____ Copy of deed with your name on it OR
- 6) _____ Statement in writing with a notarized signature from the home owner that you live there and can operate the business from the said location AND a copy of utility bill in owners name (SEE STATEMENT ABOVE)
- 7) _____ Signed copy of the Home Occupation Compliance Form

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OFFICE USE ONLY:

- _____ Verify that application is complete
- _____ Verify business location
- _____ Verify proper zoning
- _____ Verification through the SAVE program if applicable
- _____ Check old business license database for any past due fees

Received _____ Approved _____ Denied _____

Comments _____

Account # _____ Date _____ Fee _____

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

Federal Tax Information and ID numbers- 1-800-829-3676 or
www.irs.gov

State Used Car License - 478-207-1460

Better Business Bureau - 404-688-4910

Small Business Development Center - 770-806-2124

Cosmetology - 478-207-1430

Daycare - 404-657-5562

COUNTY

Business Name Registration - 770-822-8196

Pawn License - 678-377-4305

Gwinnett Chamber of Commerce - 770-232-3000

Environmental Health
770-963-5132

Fire Marshall
678-518-6129

Gw Co Sewer
678-518-6150

Gwinnett Clean and Beautiful - 770-822-5187

BUSINESS LICENSE INFORMATION

Renewal Information

(SECTION 32-111)

ALL LICENSES EXPIRE DECEMBER 31ST OF EVERY YEAR.

RENEWALS WILL BE MAILED OUT ON NOVEMBER 1ST

FAILURE TO RECEIVE YOUR RENEWAL DOES NOT EXEMPT YOU FROM MAKING PAYMENTS BY THE DUE DATE. IT IS YOUR RESPONSIBILITY AS THE BUSINESS OWNER.

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

AFTER JANUARY 31ST THE LICENSE IS SUBJECT TO TERMINATION

I HAVE READ AND UNDERSTAND THE INFORMATION STATED ABOVE.

SIGNATURE

DATE

New Home Business Application Business/Occupational Tax

CITY OF LAWRENCEVILLE
 Planning and Zoning Department
 70 S Clayton St
 Lawrenceville, GA 30046
 Ph: 678-407-6583 Fax: 678-407-6699



Please print and fill out application completely in ink.
 Unsigned or incomplete applications can not be processed.

Note: All home businesses must complete and submit a Home Occupation Affidavit with this application.

BUSINESS INFORMATION

TRADE NAME OF BUSINESS	PHYSICAL STREET ADDRESS OF BUSINESS	
BUSINESS NAME (DBA)	CITY, STATE, ZIP	
BUSINESS PHONE NUMBER	MAILING ADDRESS OF BUSINESS	
BUSINESS FAX NUMBER	CITY, STATE, ZIP	
BUSINESS WEBSITE	BUSINESS EMAIL	
FEDERAL TAX ID NUMBER	GEORGIA SALES & USE TAX NUMBER	
BEGIN DATE IN LAWRENCEVILLE	NUMBER OF EMPLOYEES	NUMBER OF PROFESSIONALS

TYPE OF OWNERSHIP

- Corporation
 Partnership
 General Partnership
 Sole Proprietorship
 Proprietorship
 Limited Liability Corporation
 Other _____

If Corporation, give State and Date _____

In subdivision or apartment complex? _____ Name: _____

If renting who is the landlord? _____
NAME PHONE NUMBER

Describe the business activity and list your NAICS code if known (Please be very specific as to what you will be doing): _____
NAICS CODE

BUSINESS OWNER INFORMATION

OWNERS NAME	OWNERS ADDRESS
HOME PHONE	CITY, STATE, ZIP
CELL PHONE	EMAIL
DRIVERS LICENSE NUMBER AND EXPIRATION	SOCIAL SECURITY NUMBER

Note: Corporations and partnerships must provide the names of all officers or partners, their titles, and mailing addresses on a separate sheet of paper. Some regulated businesses are also required by Lawrenceville Code to complete a Registered Agent form.

CERTIFICATION

I hereby certify that all information contained herein is true and correct. I understand that submittal of this application and fee does not entitle the applicant to engage in the business applied for until such application is approved and the business/occupation license is issued. Furthermore, I acknowledge that I have read and understand the rules and regulations for the operation of my business in the City of Lawrenceville. I understand that it is my responsibility to renew per calendar year to avoid penalties.

SIGNATURE	DATE
PRINT NAME	TITLE

EXHIBIT J

SAVE Public Benefits Affidavit - O.C.G.A. § 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for The City of Lawrenceville, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. MUST BE PROVIDED BY EVERYONE.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (City), _____ (State).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

EXHIBIT K

SECURE AND VERIFIABLE DOCUMENTS

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
- A United States military identification card
- 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
- 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
- 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>
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]

Private Employer Affidavit

Under Georgia Law, employers must now register and utilize the FEDERAL WORK AUTHORIZATION PROGRAM in accordance with the applicable provisions and deadlines established in OCGA § 36-60-6(a). The CITY OF LAWRENCEVILLE will not issue initial licenses, certificates or renewals without a completed Private Employer Affidavit on file.

By executing this affidavit under oath, as an applicant for a(n) _____
[business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from the CITY OF LAWRENCEVILLE, the undersigned applicant representing the private employer known as _____ [printed name of private employer – individual, firm or corporation] verifies one of the following with respect to my application for the above mentioned business document:

On January 1, 2012 – the individual, firm, or corporation employs the following number of employees: (Select A, B, C or D)

- (A) _____ **500 or more employees - must comply on or after January 1, 2012.**
You must provide the following information in order to receive a 2012 occupational tax certificate.

_____ Federal Work Authorization User Identification Number _____ Date of Authorization

- (B) _____ **100-499 employees - must comply on or after July 1, 2012.**
You may provide the Federal Work Authorization number or claim exemption up until July 1, 2012.
This document must be completed, notarized and returned even if organization/company is exempt.

Check HERE _____ if claiming exempt, OR complete the following:

_____ Federal Work Authorization User Identification Number _____ Date of Authorization

- (C) _____ **11-99 employees - must comply on or after July 1, 2013.**
You may provide the Federal Work Authorization number or claim exemption up until July 1, 2013.
This document must be completed, notarized and returned even if organization/company is exempt.

Check HERE _____ if claiming exempt, OR complete the following:

_____ Federal Work Authorization User Identification Number _____ Date of Authorization

- (D) _____ **10 or fewer employees – automatically exempt from participation in E-Verify program.**

Furthermore, I, as the applicant, affirmatively state that 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. § 13-10-90.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute. Executed on the ___ date of _____, 20___ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20___.

NOTARY PUBLIC
My Commission Expires: _____

CITY OF LAWRENCEVILLE
HOME OCCUPATION COMPLIANCE FORM
ZONING ORDINANCE, ARTICLE VII, SECTION 7.1

HOME OCCUPATION:

Any use customarily conducted entirely within the dwelling and carried on by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof.

1. No person, other than members of the family residing on the premises, shall be engaged in such home occupation.
2. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes, with no more than twenty-five percent (25%) of the floor area of the dwelling unit being used in conduct of the home occupation.
3. No home occupation shall be conducted in any accessory building.
4. There shall be no change in the outside appearance of the building or premises.
5. Other than one sign, there shall be no visible evidence of the conduct of such home occupation. This sign shall be mounted against the wall of the principle building, shall be non-illuminated, and shall not exceed three (3) square feet in area.
6. There shall be no receipt or delivery of goods sold in connection with such home occupation.
7. Inventory of goods for sale shall not be stored or maintained in or about the premises.
8. No traffic, other than that which would normally be expected in a residential neighborhood, shall be generated by such home occupation.
9. No materials, equipment or business vehicles may be stored or parked on the premises, except for one business vehicle with a carrying capacity that does not exceed one (1) ton. This vehicle must be used exclusively by the resident and may be parked in a carport, garage, rear yard or side yard.
10. The off-site employees of the residence shall not congregate on the premises for any purpose concerning the business of the home occupation.

11. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses at the lot line of the operation conducted in a single family residence, or outside the dwelling unit if conducted in other than a single family residence.
12. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in electrical line voltage off the premises.

I do acknowledge that the information noted on these pages are strictly from the City of Lawrenceville Zoning Ordinance, Article VII, Section 7.1. I do hereby agree to comply with all of the stipulations for the operation of a home occupation as detailed, in the said Ordinance.

Signature of Applicant

Date

Based on the fact that the above applicant shall comply with the said standards of the Zoning Ordinance, that applicant is entitled to operate a home occupation within the City of Lawrenceville. Please note that it is the responsibility of the applicant to obtain a City of Lawrenceville Business License to conduct such business.

Signature of Business License Clerk

Date