



# LAWRENCEVILLE

## GEORGIA

After the application has been reviewed, our office will notify you of the approval or of any problems. If approved, you may then submit the appropriate fees and receive your license.

- 1: \_\_\_\_\_ Attach a copy of valid identification
- 2: \_\_\_\_\_ Attach a copy of current State registration (LLC, INC, etc.)
- 3:     **Attach a copy of current State License (Medical, Contractor, etc)**
- 4: \_\_\_\_\_ Proof of ownership: signed lease, deed with your name on it, or statement in writing with notarized signature from the homeowner that you live there and can operate the business from said location and a copy of a utility bill in owner's name.
- 5: \_\_\_\_\_ Signed copy of the Home Occupation Compliance form
- 6: \_\_\_\_\_ Approval from Planning & Development

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Office use only:

- \_\_\_\_\_ Application is complete
- \_\_\_\_\_ Verify Business Location
- \_\_\_\_\_ Proper zoning
- \_\_\_\_\_ SAVE, if applicable

Received \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

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Account \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_ NAICS \_\_\_\_\_

## Business License Resources

State of Georgia:

Georgia Dept of Agriculture: 770-535-5955 [www.agr.georgia.gov](http://www.agr.georgia.gov)

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

Alcohol/Tobacco Tax Information: 877-423-6711 [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov)

Secretary of State: [www.sos.georgia.gov](http://www.sos.georgia.gov)

Daycare License Information: 404-657-5562 [www.daycare.com](http://www.daycare.com)

Better Business Bureau: 404-766-0875 [www.bbb.org](http://www.bbb.org)

Small Business Development Center: 678-985-6820 [www.georgiasbdc.org](http://www.georgiasbdc.org)

Gwinnett County:

Business Name Registration: 770-822-8196 [www.gwinnettcourts.com](http://www.gwinnettcourts.com)

Environmental Health: 770-963-5132 [www.gwinnettcounty.com](http://www.gwinnettcounty.com)

Fire Marshal: 678-518-6000 [www.gwinnettcounty.com](http://www.gwinnettcounty.com)

Gwinnett County Sewer: 678-376-6700 [www.gwinnettcounty.com](http://www.gwinnettcounty.com)

Chamber of Commerce: 770-232-3000 [www.gwinnettchamber.org](http://www.gwinnettchamber.org)

Gwinnett Clean and Beautiful: 770-822-5187 [www.gwinnettcb.org](http://www.gwinnettcb.org)

## Business License Information

### Renewal Information

- \*All licenses expire December 31<sup>st</sup> of every year.
- \*Renewal information will be mailed/emailed prior to expiration.
- \*Failure to receive renewal information does not exempt you from making payments by the due date. It is your responsibility as the business owner.
- \*Payments received after December 31<sup>st</sup> will be considered late.
- \*After January 31<sup>st</sup> the license is subject to termination.

I have read and understand the information stated above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Business Information

\_\_\_\_\_  
Registered Name of Business

\_\_\_\_\_  
Physical Street Address of Business

\_\_\_\_\_  
Doing Business As Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mailing Address if Different from Physical Address

\_\_\_\_\_  
Business Email

\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
Georgia Sales & Use Tax Number

\_\_\_\_\_  
State License Number

\_\_\_\_\_  
Number of Employees including Owners

\_\_\_\_\_  
Number of Licensed Professionals

### Type of Ownership

Corporation  Partnership  General Partnership  Sole Proprietorship  Limited Liability Corporation

Specific Business Activity: \_\_\_\_\_

### Business Owner Information

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Address

\_\_\_\_\_  
Owner Phone

\_\_\_\_\_  
City, State, Zip

Note: Corporations and partnerships must provide the names of all officers or partners, their titles, and mailing addresses on a separate sheet of paper.

### 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 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.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

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, 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 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 number is: \_\_\_\_\_.

The undersigned applicant also hereby verified 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.

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

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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).

Subscribed and sworn  
Before me on this the  
\_\_ Day of \_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

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

## 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 be indicative of residency or immigration status.

- An unexpired United States passport or passport card
- An unexpired United States military identification card
- An unexpired driver's license 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 Unites 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 unexpired 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 identification of bearer
- An unexpired United States Permanent Resident Card or Alien Registration Receipt Card
- An unexpired Employment Authorization Document that contains a photograph of the bearer
- An unexpired passport issued by a foreign government, provided that such passport is accompanied by US Department of Homeland Security Form I-94, I94A, or I-94W, or other federal form specifying an individual's lawful immigration status or other proof of lawful presence under federal immigration law
- An unexpired Merchant Mariner Document or Mariner Credential issued by the US Coast Guard
- An unexpired FAST card, NEXUS card or SENTRI card
- An unexpired driver's license by a Canadian government authority
- A Certificate of Citizenship (Form N-560 or Form N-561) or a Certificate of Naturalization (Form N-560 or Form N-570) issued by the United State Department of Citizenship and Immigration Services (USCIS)
- Certificate of Report of Birth (Form DS-1350), a Certification of Birth Abroad (Form FS-545), or a Consular Report of Birth Abroad (Form FS-240) issued by the United States Department of State
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal.

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

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs ten (10) or fewer employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

\_\_\_\_\_  
Signature of Exempt Private Employer

\_\_\_\_\_  
Printed Name of Exempt Private Employer

I hereby declare under penalty of perjury that the forgoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_, (city) \_\_\_\_\_ (state)

\_\_\_\_\_  
Signature of Authorized Agent or Officer

\_\_\_\_\_  
Printed Name of Authorized Agent or Officer

Subscribed and Sworn before me  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

Home Occupation Compliance Form  
Zoning Ordinance, Article VII, Section 7.1

Home Occupation:

Any use customarily conducted entirely within the dwelling, 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 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 shall be generated by such home occupation than would normally be expected in a residential neighborhood.
9. The off-site employees of the residence shall not congregate on the premises for any purpose concerning the business of the home occupation.
10. 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.
11. 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 is 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.

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Signature of Applicant

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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.