

BUSINESS AND OCCUPATION TAX RETURN

CITY OF AMERICUS

1404 E. FORSYTH ST, AMERICUS, GA 31709

Calendar Year 2017

(See additional information on Back of application)

NEW LICENSE APPLICATION

CHECK HERE IF THERE ARE CHANGES TO THE FOLLOWING INFORMATION: _____

BUSINESS NAME: _____

OWNER/OPERATOR NAME _____ CELL PHONE _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

BUSINESS TYPE _____

WILL THE BUSINESS NEED AN ALCOHOLIC BEVERAGE LICENSE? _____ WHAT TYPE? _____

WILL THE BUSINESS BE SERVING FOOD? _____

STATE LIC # _____ BUSINESS START UP DATE: _____

STATE SALES TAX #(required if applicable) _____

BUSINESS TELEPHONE _____

EMERGENCY INFORMATION: NAME: _____

ADDRESS: _____

PHONENUMBER: _____

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ANTICIPATED GROSS RECEIPTS FOR 2017 \$ _____

(Certain occupations and practitioners have the option of paying \$400 per practitioner in lieu of reporting gross receipts. If you are eligible for this option and choose to do so, complete the following:)

PROFESSIONAL FLAT FEE OPTION \$400 _____.

NUMBER OF EMPLOYEES _____.

(Complete for both Gross Receipts and Professional flat fee options)

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I hereby certify that the above information is correct and furthermore, that the gross receipts figure includes the full and true amount of the gross sales, receipts, premiums, commissions or other income from the conduct of the business without any deductions whatsoever except sales and excise taxes. I do further certify that I am the person duly authorized by the business herein named to file this return.

Signed _____ Date _____

Title _____

**DO NOT WRITE BELOW THIS LINE
FOR CITY OF AMERICUS PERSONNEL USE**

- ACCOUNT NUMBER | SIC NO | TAX CLASS | LICENSE AMOUNT

Finance Approval _____ Date _____

BRM Inspection Approval _____ Date _____

BRM Zoning Approval _____ Date _____ Zoning District _____

Public Works _____ Date _____

If Alcoholic Beverage is required, Finance to Copy Police Department _____

**CITY OF AMERICUS
NEW BUSINESS LICENSE REQUIREMENTS**

All businesses operating within the City Limits must hold a valid business license. In order to remain valid, the license must be renewed each year. The finance department mails the renewal returns to all active businesses on or about January 15th each year. The return is due back by January 31st. Once the City processes the returns, invoices are mailed and remittances are due back by March 15th each year.

In order to obtain a business license, your accounts with the City cannot be past due or delinquent. These accounts include utilities, taxes, and community development loans.

New Businesses: Please see additional requirements below

SIGN ORDINANCE

A sign ordinance was adopted by the Mayor and Council of the City of Americus in 1988. The ordinance establishes rules and regulations regarding ALL signs within the Corporate limits of the City (location, size, use, permit fees, etc.). Changing or moving of signs will require a sign permit. Mobile and temporary signs are licensed on a three month basis and must be registered as such. Sign permit applications and complete copies of the ordinance are available from the Building Risk Department at the Municipal Building.

ALCOHOLIC BEVERAGES

If your new business involves the retail sale (on or off premise) of any type of alcoholic beverage, you must obtain an additional license. Alcoholic Beverage licenses are granted by the Americus Police Department located at the Public Safety Building at 119 S Lee S.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy is required by the Building Risk Department before the Business License can be given in the following situations:

- (a) New Construction.***
- (b) Remodeled building so as to affect height or the size of the yards.***
- (c) Change in the TYPE of occupancy or use of the premises.***
- (d) New business***
- (e) Any other nonconforming use not listed.***