



## FRANKLIN COUNTY

BOARD OF COMMISSIONERS

*You Are Why We Are Here*

141 Athens Street • PO Box 159 • Carnesville, GA 30521

(706) 384-2483 • Fax (706)-384-7089

[www.franklincountyga.gov](http://www.franklincountyga.gov)

### **Occupational Tax Checklist**

1. Completed occupational tax application \_\_\_\_\_
2. Completed alarm system information if applicable \_\_\_\_\_
3. Completed E-Verify information (the one related to your business) \_\_\_\_\_
4. Copy of LLC paperwork if applicable \_\_\_\_\_
5. State license if applicable \_\_\_\_\_
6. Picture ID \_\_\_\_\_
7. Fee of \$50.00 \_\_\_\_\_



**OCCUPATIONAL TAX APPLICATION/RENEWAL FORM**  
**FRANKLIN COUNTY BOARD OF COMMISSIONERS**  
141 Athens Street • P.O. Box 159 • Carnesville, Georgia 30521  
Phone: 706-384-2483 • Fax: 706-384-7089

INTERNAL USE ONLY:  
OCCUPATIONAL TAX ID: \_\_\_\_\_

NAICS CODE: \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Trade Name : \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal ID#: \_\_\_\_\_ State ID#: \_\_\_\_\_

Total Employees: \_\_\_\_\_

Description of Business (ex. Building Contractor, Used Car Sales, Beauty Shop, etc., this will be printed on your certificate but is limited to 30 letters. **(Be very specific as to what your will be doing):**

\_\_\_\_\_

\_\_\_\_\_

Zoning of Parcel: ☐AB ☐AG ☐AI ☐AR ☐CG ☐CI ☐RM ☐RS

Ownership: ☐Sole Proprietor ☐Partnership ☐Corporation ☐LLC

If corporation or LLC, please make sure above is the EXACT, complete name as it is registered with the Georgia Secretary of State's Office:

Owner's Name: \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_

Owner's Home Telephone Number: \_\_\_\_\_

Owner's Social Security #: \_\_\_\_\_

***This application is true and complete to the best of my knowledge and the proposed business meets all codes and ordinances of Franklin County.***

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

Incorporated businesses **must** provide a copy of incorporation documents. All applications **must** be approved by our planning and zoning director before an occupation tax certificate can be issued. Along with this application, please bring a government issued photo ID of all owners/or presidents.

Occupation Tax Fee: \$50.00

**FOR OFFICE USE ONLY:**

☐ Approved

By: \_\_\_\_\_

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

**NOTES:**



**AFFIDAVIT VERIFYING LEGAL STATUS FORM**  
**FRANKLIN COUNTY BOARD OF COMMISSIONER**  
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Phone: 706-384-2483 • Fax: 706-384-7089

INTERNAL USE ONLY:  
Occupational Tax Customer  
ID: \_\_\_\_\_

**Affidavit Verifying Legal Status**  
**Of Application for Franklin County Business License**

By executing this affidavit under oath, as the owner/applicant for a Franklin County Business Occupation Tax Certificate (Business License), I do swear the following, with respect to my application for a Franklin County Business License for

\_\_\_\_\_  
(Business Name)

AND \_\_\_\_\_  
(Business Owner)

I certify that I am a: (please check one of the following)

1) \_\_\_\_\_ United States citizen

OR

2) \_\_\_\_\_ A legal permanent resident of the United States, 18 years of age or older; OR I am qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older and lawfully present in the United States\*. My country of citizenship is:

\_\_\_\_\_.

**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 violation of Code Section 16-10-20 of the Official Code of Georgia.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_**

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

**\*O.C.G.A 50.36.1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number.**



## E-VERIFY FORM

FRANKLIN COUNTY BOARD OF COMMISSIONERS  
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INTERNAL USE ONLY:  
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ID: \_\_\_\_\_

### E-VERIFY

Private Employer Affidavit of Compliance Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

#### **Section 1.** Please check one:

(A) \_\_\_\_\_ On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees.

**\*\*\*If you select Section 1(A), please fill out Section 2, sign and execute below.**

(B) \_\_\_\_\_ On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

**\*\*\*If you select Section 1(B), please skip Section 2, sign and execute below.**

#### **Section 2.**

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. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Authorization User Identification Number: *(Note: this number has at least 4 and no more than 6 digits.)*

\_\_\_\_\_  
Date of Authorization

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

Executed on \_\_\_\_\_, 20\_\_\_\_

in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

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

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

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

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



## FRANKLIN COUNTY PUBLIC SAFETY FORM

Franklin County 911  
7011 Highway 145 • Carnesville, GA 30521  
706-384-7118 • Fax: 706-384-2289

INTERNAL USE ONLY:

Occupational Tax Customer  
ID: \_\_\_\_\_

This safety form provides our fire department and E911 Center with a brief summary of your business. This form is in an effort to provide you better service. We ask that you please take the time to complete the information below and return it with your application. We will forward this information to the 911 center. Thank you in advance for your cooperation.

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

(In Case of Emergency)  
After hours Contacts or Keyholder Contacts

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Is this a home-based business?      Yes      No      (please circle one)

If this is a home-based business, no further questions need to be answered

Hours of Operation: \_\_\_\_\_

Numbers of Employees: Daytime: \_\_\_\_\_ Night: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Alarm Phone Number: \_\_\_\_\_

Power Company: \_\_\_\_\_ Meter Location: \_\_\_\_\_

Gas Company: \_\_\_\_\_ Meter Location: \_\_\_\_\_

Please circle one:      Natural      Propane

Water- Public or Private: \_\_\_\_\_ Sprinkler System:      Yes      No

Square Footage of Building: \_\_\_\_\_

Hazardous Materials:      Yes      No      (please circle one)

Authorized Signature: \_\_\_\_\_

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