



City of Holly Springs

Occupation Tax Registration

- *Business License Application* -

Welcome to the City of Holly Springs, Georgia!



We're Open for Business and Glad You're Here!

Application Checklist

- Complete the occupation tax application form, p. 2 - 3
- Calculate rate, payable to the City of Holly Springs, p. 4
- Complete Attachment A – Zoning Clearance Certificate, p. 6
- Complete Attachment B – Affidavit Verifying Status, p. 7
- If business owner is not the property owner, please attach a copy of the lease or a letter from the owner verifying permission to occupy and utilize the property.
- Submit completed application to the Community Development Department
- Please call us for assistance, 770-345-5533, or drop by M-F, 8:00 am – 5:00 pm¹

**City of Holly Springs
Community Development Department
3237 Holly Springs Parkway
Holly Springs, Georgia 30115
Ph. 770-345-5533
FAX 770-345-0209**

www.hollyspringsga.us

¹ Community Development offices are in City Hall, in the green building behind the police department

City of Holly Springs
Occupation Tax Registration
PO Box 990
Holly Springs, GA 30142
Phone: 770-345-5533 Fax: 770-345-0209

Please Print

Section 1: Business Information

Business Name			Business Started
Business Street Address			
City	State	Zip Code	Bus. Phone No.
Business Mailing Address			
City	State	Zip Code	Bus. Fax No.
Website		Email Address	
Do you want to include your business information in our online business directory? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Map and Parcel		Zoning Classification	

Section 2: Owners Information

Please indicate ownership status		<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Non-Profit
First Name		Last Name		Social Security No.	
Address		City		State	Zip Code
Phone No.			Alternate Phone No.		
First Name		Last Name		Social Security No.	
Address		City		State	Zip Code
Phone No.			Alternate Phone No.		
Corporation Name (if applies)					

Section 3: Additional Business Information

Is this business located in the City of Holly Springs? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Type of Business:					
<input type="checkbox"/> Retail	<input type="checkbox"/> Services	<input type="checkbox"/> Wholesale	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Financial Institution	<input type="checkbox"/> Builder <input type="checkbox"/> Other
Services offered (please give details):					
Number of employees (including owners):			Federal ID #	State ID #	
Full-Time:	Part-Time (PT):	PT Hours/Week:			

Section 4: After Hours Emergency Contacts

First Name	Last Name		
Address	City	State	Zip Code
Phone No.	Alternate Phone No.		

Please write a brief statement of exactly what you will be doing, list equipment and materials used and stored at this business location. Add additional sheets, if necessary.

Please Print

A building inspection for occupancy and compliance with applicable building and fire codes is required. Please contact the Holly Springs Community Development Department, 770-345-5533, for permit requirements and/or inspections.

I certify that the information provided is true and correct to the best of my knowledge and employment records shall be available for inspection as specified in the code of the City of Holly Springs, Georgia.

Print Name / Title

Applicant Contact Phone

Signature

Date

This license expires December 31 of each calendar year.

Occupation Tax Schedule

For assistance calculating fees, please contact the Community Development Department, 770-345-5533.

Table A: Per Employee Levy

Number of Employees	Tax Amount	Admin. Fee¹	Flat Rate
0-2 (Owner counts as 1)			\$65.00
3+ (Owner counts as 1)	\$30.00 per employee	\$30.00	

Part-time employees = the total number of hours worked per week shall be added together and divided by 40 to determine an equivalent number of full-time employees (see City Code Sec. 22-39. - Occupation tax levied)

*Max Tax Amount: \$6,000.00

Table B: Regulatory Levy²

Regulatory Activity	Regulatory Flat Fee
See City Code Section 22-38	\$100/year or \$25/job

Table C: Professional, Insurance, and Financial Institutions Levy

Professional Flat Rate³	Insurance Company Flat Rate	Financial Institutions
\$300.00	\$50.00	See City Code Section 22-226

Notes

- 1 - The administrative fee shall be added to the occupational tax amount assessed from Table A.
- 2 - See list of regulatory activities in Section 22-38 in the Code of the City of Holly Springs and State Law.
- 3 - See list of professions in Section 22-43 in the Code of the City of Holly Springs and State Law.

Occupation Tax Fee Calculation

Depending on the Business Activity, choose 1, 2, or 3 below

1.) Home Based Business.....\$ 65.00 Due
Sole Proprietor or Independent Contractor not regulated
(Individuals with 0-2 employees--Owner counts as one (1) employee)

2.) Per Employee Rate

Businesses with 3 + employees:

of Full-Time employees (Owner Counts as One (1) employee) _____

of Part-Time Employees (to calculate see below) + _____ (Round up to nearest whole number)

To calculate the number of part-time employees: the total number of hours worked per week shall be added together and divided by 40 to determine an equivalent number of full-time employees

Total Number of Employees (full-time + calculated part-time) = _____ x \$30 = \$ _____

PLUS Administrative fee.....\$ 30.00

TOTAL.....\$ _____ Due

E-VERIFY NUMBER (PLEASE PROVIDE IF YOU EMPLOY MORE THAN 10 EMPLOYEES)

3.) Professional's Rate

Practitioner of Professions Flat Fee.....Number of Professionals _____ x \$300 = \$ _____ Due
(attorneys, doctors, etc., see Sec. 22-43 (c) for complete list)

4.) Regulatory Rate

Regulatory Activities & Operations.....\$100.00 calendar year or \$25.00/job = \$ _____ Due
(contractors, carnivals, peddlers, etc., see Sec. 22-38 (b) for complete list)

***For insurer and financial institution rates, please contact the Community Development Department, 770-345-5533

***After July 1, taxed at 90% of annual rate

***After October 1, taxed at 75% of annual rate

***On or after December 1, taxed at 50% of annual rate

***Late penalties are assessed at 1.5% per month until paid, in addition to a one-time 10% penalty after 60 days overdue

Official Office Use Only

Code Type:	Account Number:	Occupation Tax Fee: \$
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit	Payment Amount: \$	Date Paid:

➤ **Zoning Compliance:**

_____ Approved Denied _____
Zoning Administrator Comments Date

➤ **Fire Safety Compliance:**

_____ Approved Denied _____
Building/Fire Official Comments Date

➤ **Building Codes Compliance:**

_____ Approved Denied _____
Building Inspector Comments Date

➤ **Final Approval Certification**

_____ Approved Denied _____
Occupation Tax Clerk Comments Date

CITY OF HOLLY SPRINGS
ZONING CLEARANCE CERTIFICATE

Prior to completing an occupational tax form or "business license" application, the Zoning Administrator must first identify the zoning district of the proposed business use location. The Zoning Administrator will then contact the applicant to confer zoning compliance; subsequently, this form is forwarded to the Business License Clerk and the applicant may then proceed to complete the occupational tax application and proceed with the business license process. Should the business use location not conform with the zoning district requirements, the Zoning Administrator will contact the applicant immediately, identifying the deficiency(s) and recommending a course of action to achieve zoning compliance.

PLEASE ALLOW ONE (1) BUSINESS DAY FROM FILING TO PROCESS

Please complete this form truthfully, to the best of your knowledge. In addition to the possible on-site inspection of the premises, the City will rely upon the answers given in this application. If it appears that after the permit is issued and business begins the answers were untruthful, penalties in accordance with City Code will be assessed.

RETURN THIS FORM TO: City of Holly Springs, 3235 Holly Springs Pkwy. (See U.S. Mail Address Below)

PLEASE PRINT OR TYPE **FAX (770) 345-2827 OR Mail: P.O. Box 990, Holly Springs, GA 30142**

Applicant Name: _____ Date of Application: _____

Business/Corporation Name: _____

DBA: _____ Email: _____

Proposed Location: _____ Suite No. _____

Business Phone: _____ Corporate Phone: _____

Name of Owner(s): _____

Nature of Business: (Describe the requested use in detail, including **all** the products, services or trades to be conducted at the above location.) _____

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

Applicant Signature _____ **Date** _____

FOR ZONING ADMINISTRATOR USE ONLY:

Tax Parcel Number _____ Map Number _____ Zoning District _____
LCI District _____ Main Street District _____

Is this requested use classified as a permitted use within the zoning district? Yes _____ No _____

If **YES**, please identify the permitted use classification: _____

Is this requested use listed as a conditional use within the zoning district? Yes _____ No _____

If **YES**, please identify the conditional use classification & additional requirements (if any): _____

Mark-X if Request Includes Zoning Stipulations () **Attach Relevant Zoning Stipulations, if a**

Applicant Cleared to Apply for Occupational Tax Permit: Yes _____ No _____

Comments: _____

Checked by: _____ Date: _____
Zoning Administrator



City of Holly Springs

SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE)

Affidavit of Compliance with O.C.G.A. 50-36-1 “Verification of Lawful Presence within the United States.”

O.C.G.A. 50-36-1 requires that applicants applying for such things as licenses for public benefits complete a signed and sworn affidavit verifying the applicant’s lawful presence in the United States. Therefore, the applicant must answer the following questions:

The applicant is a U. S. citizen or legal permanent resident at least eighteen (18) years old.
 YES NO or IF NOT:

The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, at least eighteen (18) years old, and is lawfully present in the United States. *A photo static copy of the applicant’s alien card issued by the Department of Homeland Security or other federal immigration agency must be included with this document.**

O.C.G.A. 50-36-1 states that “Any person who knowingly and willfully makes a false, fictitious, or fraudulent statement of representation in an affidavit executed pursuant to this Code section shall be guilty of a violation of Code Section 16-10-20.”

I declare, under penalty of law, that this affidavit has been completed by me and is true and correct.

Signature

Date

Title

Legal Company Name

Company Address

(Must be signed by applicant. If the applicant is a corporation, must be signed by an officer of the corporation. **A STAMPED SIGNATURE IS NOT ACCEPTABLE.**)

I hereby certify that _____ is personally known, or verified by me, that the applicant signed this application after stating to me his or her personal knowledge and understanding of all statements and, under oath actually administered by me, has sworn that the statements and answers contained in this affidavit are true.

SUBSCRIBED AND SWORN BEFORE ME ON THIS
_____ DAY OF _____, 201__

AFFIX SEAL

Notary Public

*All applicants must attach a copy of a secure and verifiable document as defined in O.C.G.A. 50-36-2.