

City of Hiram Occupational Tax Certificate Application Requirements

www.cityofhiramga.gov

Certificates are typically issued within 7-10 business days of submitting all required documentation

- Application* (attached)**-must be completed and signed by a qualified applicant
- SAVE affidavit* (attached)**-must be completed, signed by a qualified applicant and notarized
- E-Verify affidavit* (attached)**-one side of the affidavit must be completed, signed by a qualified applicant and notarized
- Applicant's Secure and Verifiable document (i.e. driver's license)***
 - Visit the Attorney General Office's Website for a list of acceptable documents <http://law.ga.gov/>
 - to submit electronically – email to jprater@hiram-ga.gov
- Immigration Documentation (if applicant is other than a U.S. Citizen)** -documentation from the US Department of Homeland Security must be submitted
- Home Office Compliance Acknowledgement Form* (if operating from a residence)**
- Sign Affidavits * (attached)**
- Applicable Fee**-we accept cash, check or money order, payable to "City of Hiram"
- Certificate of Occupancy (if operating from other than a residence)**-contact Paulding Building and Permitting Department at (770)443-7571; if a home daycare, contact the Fire Marshal for an inspection
- Paulding County Routing Sheet** – this will come from Paulding County it will accompany the Certificate of Occupancy
- Registration from the Georgia Secretary of State (if a corporation or LLC)**-contact the **SOS** at (404)656-2817
- Trade Name Registration (if doing business by any other name than your given name or corporation/LLC name)**-contact Paulding County Clerk of Superior Court at (770)443-7527
- Any License affiliated with the occupation/business (i.e. Food Service Permit, State Builder's License, etc.)**
 - Paulding County Environmental Health (770)443-7877 (food service permits, tattoo artist licensing, etc.)
 - Georgia Secretary of State (478)207-2440 (Builders, Electricians, Salons, Nail Technicians, Used Car Dealers, etc.)
- NAICS (North American Industry Classification System) Code**-visit www.census.gov/eos/www/naics to obtain

*must be from the same qualified applicant

Other Helpful Phone Numbers

Federal Tax ID 1(800)829-4933 | State Sales & Use Tax (877)423-6711 | Daycare Licensing (404)651-7182 | Fire Marshal (770)222-1160



CITY OF HIRAM
 217 Main Street
 Hiram, GA 30141-3249
 770-943-3726 ext. 2013
 www.cityofhiramga.gov
 businesslicense@hiram-ga.gov

Circle One:

New

Change of Ownership

D/B/A/ change

Change of Address

Change of Business Activity

Occupational Tax Certificate

Business Name: _____
 Corporation LLC Sole Proprietor Partnership Non-Profit

D/B/A Name: _____

Physical Location: _____

Mailing Address: _____

Business Phone #: _____ Email Address: _____

Owner(s) Name: _____ Phone No. : _____

Owner (s) Address: _____

Partner (s): _____

Business Description: _____ Residential or Commercial?

NAICS Code (www.census.gov/eos/www/naics) _____ Start Date: _____

Federal Tax ID (EIN): _____ GA. State & Use Tax: _____

GA. Professional License #: _____ E-Verify #: _____ or Exempt

Gross Receipts: \$ _____ /# _____ (Estimated from start of business to the end of the calendar year) or # of Professionals at \$400 each

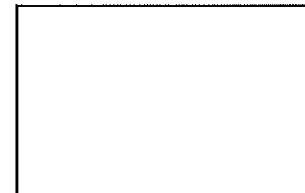
I, _____, do solemnly swear that the information on this application is true, correct to the best of my knowledge training and ability, and that no false or misleading statement is made herein to obtain a business occupational tax certificate. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of my business occupational tax certificate issued as a result of this application. I understand that I must comply with all the city ordinances and regulations.

 Signature Print Name Date

State of Georgia, County of Paulding.

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public Signature/Seal: _____



FOR OFFICE USE ONLY: Business Class: 1 or 2 Total Paid: _____ Cash _____ Check# _____



City of Hiram

217 Main Street
Hiram, GA 30141
Phone: 770-943-3726
www.cityofhiramga.gov

AFFIDAVIT – SIGNS

The undersigned hereby read, understands and agrees with the City of Hiram Zoning Ordinance specifically Article XII SIGNS in regards to the placement and permitting of signs as noted below. The undersigned also certifies the following true:

Business Name: _____ Owner Name: _____

Address: _____ Phones: _____

City: _____ State: _____ Zip Code: _____

Sign Ordinance regulations regarding placement of signs in Hiram:

1. Signs are prohibited from being placed in public right-of-way.
2. Permanent signs and Temporary signs (banners, feather dancers, etc.) must be properly permitted and approved by the city before being placed or mounted on the business property or building.
3. One, on premise standard informational sign is allowed without permit approval, provided that property owner permission is obtained. A sign with an area of not greater than twelve (12) square feet, with a sign face made for short term use, containing no reflecting elements, flags, or projectors and which, when erect, stands at a height not greater than three (3) feet and is mounted on a stake or metal frame with a thickness not greater than one and one-half (1 1/2) inches.
4. Signs shall not contain symbols, language or imitations of an official traffic sign.
5. Please visit our website or Contact Cliff McGrady for additional information regarding commercial signs. (770-943-3726, ext. 2004, cmcgrady@hiram-ga.gov)

Business owners (or official representative) further deposes that he/she is aware unauthorized placement of commercial signs could result in a citation(s) being issued with a fine up to \$1,000 per sign per day and/or imprisonment up to 60 days.

Signature

Date

Sworn to before me and subscribed
in my presence this _____ day of _____, 20 _____.

Notary Signature & Seal