

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT

REVENUE DIVISION - Occupation Tax Section

100 Tenth Street, P.O. Box 1397

Columbus, Georgia 31902-1397

706-653-4100 x 1; Fax 706-653-4091

PROCEDURES FOR OBTAINING A BUSINESS LICENSE

I. Certificate of Occupancy

- A. Required for all established businesses located in Muscogee County and can be obtained from the Inspections & Code Enforcement Division, located on the second floor at 420 10th Street, Columbus, Ga. That office can be reached at (706) 653-4126.
- B. The Inspections & Code Enforcement Division, located on the second floor at 420 10th Street, Columbus, Ga., must approve businesses operating from a residence in Muscogee County, prior to operation. That office can be reached at (706) 653-4126.

II. Business License

- A. Can be obtained in the Occupation Tax Section after the Certificate of Occupancy is obtained. The Occupation Tax Section is located at 100 10th Street, West Wing, Ground Floor, Columbus, Ga.
- B. There will be an Administrative fee of \$50.00 for the license, unless the qualifications for the professional option, under Section 19-44 of the Columbus Code, are met in which case, a fee of \$400.00 will be collected per licensed professional.
- C. Businesses that have no physical location in Muscogee County but inside the state of Georgia will be licensed in their jurisdiction.
- D. Businesses that are located outside the state of Georgia, with no physical location in Georgia, but conducts business within the state of Georgia, will be required to obtain a business license from the municipality in Georgia in which they conduct the most business. Licenses will be issued upon presentation of a state drivers license and/or local business license from the state of the physical location of business establishment and regulatory approval notices from applicable governmental agency.
- E. Businesses applying for an alcoholic beverage license need to obtain the application(s) from the Occupation Tax Section. The process for an alcoholic beverage license is in addition to the process for a general business license.
- F. Applicants for a business license or alcoholic beverage must execute a Systematic Alien Verification for Entitlements (SAVE) affidavit to verify their lawful presence in the United States.

III. Required Documents per state or local code.

<u>Business Type</u>	<u>Document Required</u>
General Contractor -----	Current License from Georgia Secretary of State
Eating Place -----	Health Department Marshall Slip
Ice Cream Truck -----	Georgia Department of Agriculture Slip
Tree Service -----	City Arborist Certification (Approval) Letter
Day Care Centers -----	Bright From The Start – Georgia Department of Early Care & Learning
Grocery/Convenience/Meat Markets-----	Ga. Dept. of Agriculture Slip
Taxicabs -----	Council Approval
Ga. State Regulated Business/ Trades/Professionals -----	Current Ga. License for each Specific Profession
Home/Systems Inspection/ Alcoholic Beverage/Pawn Shops	
Second Hand Jewelry-----	Approved Credentials & Application
Tattoo Parlors/Hotels/Motels-----	Approval from the Health Department

Occupation Tax Fees

Administrative Fee	\$50.00 Upon Issuance of License
Occupation Tax Rate	Range from \$1.00 - \$6.00 per \$1000. (See Occupation Tax Section for details.)
Alcoholic Beverage Application Fee	\$50.00 Upon Acceptance of Application & \$20.00 for Each Waiver For Police Records Check

*Please refer to the issuing departments or division for fee advice for Health Inspections, Certificates, and other documents required by the Occupation Tax Section.

Helpful Telephone Numbers

Health Department – Environmental Health Division	(706) 321-6170
Engineering Department	(706) 653-4441
Fire Marshall	(706) 653-3520
Columbus Police Department	(706) 653-3000
Recorder’s Court	(706) 653-4256
City Arborist	(706) 653-4160
Special Enforcement Division	(706) 653-4512
Georgia Small Business Development Center	(706) 569-2651
Georgia Department of Revenue (Columbus, GA)	(706) 649-7451
Georgia Department of Agriculture	(229) 430-4245
Georgia Secretary of State Professional Licensing Boards (Macon, GA)	(478) 207-2440
Georgia Department of Labor (Atlanta, GA)	(404) 232-7300
Georgia Real Estate Commission & Appraiser Board	(404) 656-3916
Georgia Department of Human Resource	(800) 436-7442
Internal Revenue Service	(800) 829-4477
Alcohol & Tobacco Division (Columbus, GA)	(706) 649-1184
Dept. of Alcohol, Tobacco & Firearms (Atlanta, GA)	(404) 417-2600
Bright From The Start – Georgia Department of Early Care & Learning	(404) 656-5957 / 1-888-442-7735
Unites States Patent & Trademark Office	(800) 786-9199