



Garden City, GA (1555) Frequently Asked Questions

1. Who needs to apply for a Business License?

Any person transacting or carrying on any business within the city limits of Garden City are required to obtain a City of Garden City Business License. It is unlawful for a person to operate any business in the city without first having procured a license from the city.

2. When and where should a “NEW” application be submitted?

An application must be submitted prior to the commencement of any business activity within the city limits. Upon approval of the application and payment of the prescribed tax, a business license will be issued. ALL new businesses must apply in person at the Garden City office. There are specific zoning regulations that will have to also be approved in office.

Please call Garden City at 912-963-2755 with any questions regarding a “New” business license application.

100 Central Avenue
Garden City, GA 31408
Phone: (912) 963-2755
Fax: (912) 963-2735
www.gardencity-ga.gov

3. Where can I obtain a “RENEWAL” Business License application?

The City of Garden City has partnered with RDS for the administration of their renewal Business Licenses. For information regarding the City of Garden City business licenses, please contact RDS at:

RDS-Revenue Discovery Systems
PO Box 830900
Birmingham, Alabama 35283-0900
Phone Support: (800) 556-7274
Fax: (855) 219-4338
Email: bizlicensesupport@revds.com
Website: www.revds.com
Online filing: www.bizlicenseonline.com

4. Who is RDS?

RDS is a private company that has been contracted by the City of Garden City, GA to administer their business licenses.

5. How are fees calculated?

Business license fees are based on the type of business. Please refer to Garden City GA NAICS Fee Schedule for details on the business classifications and how to calculate the business license.

[Click Here to go to the Fee Schedule.](#)

6. When is my renewal delinquent?

Business Occupational Tax Certificates are valid for a calendar year, January 1st through December 31st, and must be renewed on or before April 1st of each year. All certificates shall be assessed a penalty in the amount of ten percent (10%), plus 1.5% interest on the amount owed for each calendar month or portion thereof for taxpayers who fail to file their renewal on or before April 1st or fail to register and obtain an occupational tax certificate within thirty (30) days of the commencement of business.

7. What proof of certification are required?

As Required by O.C.G.A ~ 36-60-6(a): Before any county or municipal corporation issues a business license to any person engaged in a profession or business required to be licensed by the state under Title 43, the person must provide evidence of such licensure to the appropriate agency of the county or municipal corporation that issues business licenses. No business license shall be issued to any person subject to licensure under Title 43 without evidence of such licensure being presented.

If it is determined your occupational license requires board certification, you must submit a copy of that certification along with your renewal. Failure to supply this documentation could result in a delay of the issuance of your certificate.

Georgia Security and Immigration Compliance Act (O.C.G.A 50-36-1 through 3): All businesses are now required to complete and return the "Affidavit Verifying Status of Benefit Applicant". This form must be completed in full, signed by an officer of the company, notarized and returned along with your completed renewal worksheet and payment in full. As specified on the Affidavit, you must also provide at least one "secure and verifiable" document with the completed Affidavit. Some examples of a secure and verifiable document are a current state issued ID, driver's license or passport. For a full list of acceptable documents please visit the RDS website at www.revds.com (Taxpayer → Georgia → Taxpayer Forms) or the Attorney General of Georgia's website at <http://law.ga.gov>.

Immigration Legislation (HB87) Passed on April 14, 2011: Effective July 1, 2013, any private company with more than 10 full-time employees, along with every public employer, regardless of its size, must register with the federal E-Verify program to check the legal status of new hires.

8. Professional Flat Fee:

Any business listed below has the option of paying a license tax based on gross receipts OR paying a flat fee of \$400.00.

Law	Optometry	Land Surveying
Medicine	Applied Psychology	Massage and Physiotherapy
Osteopathy	Veterinary	Public Accounting
Chiropractic	Landscape Architecture	Embalming
Podiatry	Professional Counselors	Funeral Directing
Dentistry	Social Workers	Electrical Engineering
Civil engineering	Hydraulic Engineering	Marriage & Fam Therapist
Architecture	Mechanical Engineering	

9. Have you closed your business in Garden City?

Any business that is closing will need to file a final return and remit to RDS along with any additional amount owed.