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Business License Renewal

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Birmingham, AL 35283-0900

City of Powder Spring Fee Schedule

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NAICS information

All fees are based on the primary business activity of the business. All businesses must submit a detailed description of their business activity as well as determine their NAICS code.

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM

Purpose of NAICS



NAICS is an industry classification system that groups establishments into industries based on the similarity of their production processes. It is a comprehensive system covering all economic activities. There are 20 sectors and 1,057 industries in 2017 NAICS United States. NAICS was initially developed and subsequently revised by Mexico's INEGI, Statistics Canada, and the U.S. ECPC (the latter acting on behalf of OMB) to provide common industry definitions for Canada, Mexico, and the United States that will facilitate economic analyses of the economies of the three North American countries. The statistical agencies in the three countries produce information on inputs and outputs, industrial performance, productivity, unit labor costs, and employment. NAICS, which is based on a production-oriented concept, ensures maximum usefulness of industrial statistics for these and similar purposes. NAICS United States is used by U.S. statistical agencies to facilitate the collection, tabulation, presentation, and analysis of data relating to establishments; and to provide uniformity and comparability in the presentation of statistical data describing the U.S. economy. NAICS United States is designed for statistical purposes. Although the classification also may be used for various administrative, regulatory, and taxation purposes, the requirements of government agencies that use it for nonstatistical purposes played no role in its development or subsequent revision.

<https://www.census.gov/eos/www/naics/>

Please visit the link above to review and collect the most appropriate NAICS code for your proposed business. You can find a digital copy of the NAICS manual following that link, or follow the link and utilize the search options for the "2017 NAICS Keyword Search" on the left hand side of the page.

Fees based on SIC Codes

A2/P indicates the business can choose to pay either a rate based on gross receipts or the per professional fee of \$400.00.

SIC Code	Description	Tax Class
01	AGRICULTURAL PRODUCTION - CROPS	A2
02	AGRICULTURAL PRODUCTION - LIVESTOCK	A2
07	AGRICULTURAL SERVICES	A1
08	FORESTRY	A1
09	FISHING, HUNTING AND TRAPPING	A1
10	METAL MINING	A2
11	ANTHRACITE MINING	A1
12	BITUMIN, COAL & LIGNITE MINING	A1
13	OIL & GAS EXTRACTION	A2
14	MINING & QUARRYING OF MINERALS	A2
15	BUILDING CONSTRUCTION GENERAL	A1
16	CONSTRUCTION OTHER THAN BUILDING	A1
17	CONSTRUCTION - SPECIAL TRADE	A1
20	MANUFACTURING - FOOD & KINDRED PRODUCTS	A1
22	MANUFACTURING - TEXTILE MILL PRODUCTS	A1
23	MANUFACTURING - APPAREL & OTHER TEXTILE	A1
24	MANUFACTURING - LUMBER & WOOD PRODUCTS	A1
25	MANUFACTURING - FURNITURE & FIXTURES	A1
26	MANUFACTURING - PAPER AND ALLIED PRODUCTS	A2
27	MANUFACTURING - PRINTING AND PUBLISHING	A2
28	MANUFACTURING - CHEMICAL & ALLIED PRODUCTS	A2
29	MANUFACTURING - PETROLEUM & RELATED PRODUCTS	A2
30	MANUFACTURING - RUBBER & MISC. PLASTICS	A1
31	MANUFACTURING - LEATHER & LEATHER PRODUCTS	A1
32	MANUFACTURING - STONE, CLAY, GLASS & CONCRETE	A2
33	MANUFACTURING - PRIMARY METAL INDUSTRIES	A1
34	MANUFACTURING - FABRICATED METAL PRODUCTS	A2
35	MANUFACTURING - MACHINERY EXCEPT ELECTRIC	A2
36	MANUFACTURING - ELECTRICAL & ELECTRICAL MACHINERY	A2
37	MANUFACTURING - TRANSPORTATION EQUIPMENT	A1
38	MANUFACTURING - MEASURING, ANALYZING, ETC.	A2
39	MANUFACTURING - MISC. MANUFACTURING EQUIPMENT	A2
40	RAILROAD TRANSPORTATION	A1
41	LOCAL & SUBURBAN TRANSIT	A1
42	MOTOR FREIGHT TRANSPORT & WAREHOUSING	A1
45	TRANSPORTATION BY AIR	A1
46	PIP LINES, EXCEPT NATURAL GAS	A2
47	SERVICES INCIDENTAL TO TRANSPORTATION	A1
48	COMMUNICATION	A2
49	ELECTRICAL , GAS, & SANITATION SERVICES	A2
50	WHOLESALE TRADE - DURABLE GOODS	A1

51	WHOLESALE TRADE - NONDURABLE GOODS	A1
52	RETAIL TRADE - BUILDING MATERIALS, ETC.	A1
53	RETAIL TRADE - GENERAL MERCHANDISE STORES	A1
54	RETAIL TRADE - FOOD STORES	A1
55	RETAIL TRADE -AUTOMOTIVE & GAS	A1
56	RETAIL TRADE - APPAREL & ACCESSORIES	A1
57	RETAIL TRADE - FURNITURE & EQUIPMENT	A1
58	RETAIL TRADE - EATING & DRINKING	A1
59	RETAIL TRADE - OTHER	A1
60	BANKING	A2
61	CREDIT AGENCIES - NOT BANKS	A2
62	SECURITY & COMMODITY BROKERS, ETC.	A2
63	INSURANCE CARRIERS (UNDERWRITERS)	I
64	INSURANCE AGENTS, BROKERS & SERVICES	I
65	REAL ESTATE	A2
67	HOLDING & OTHER INVESTMENT OFFICE	A2
70	SERVICES -HOTELS, OTHER LODGING	A1
72	SERVICES - PERSONAL	A2
73	SERVICES - BUSINESS	A1
75	AUTOMOTIVE REPAIR, GARAGES	A1
76	MISCELLANEOUS REPAIR SERVICES	A1
78	SERVICES - MOTION PICTURES	A1
79	SERVICES - AMUSEMENT & RECREATION	A2
80	HEALTH SERVICES	A1/P
81	LEGAL SERVICES	A2/P
82	EDUCATIONAL SERVICES	A1
83	SOCIAL SERVICES	A1
86	MEMBERSHIP ORGANIZATIONS	A1
87	PROFESSIONAL SERVICES	A2/P
89	SERVICES NOT ELSEWHERE CLASSIFIED	A2
99	NON-CLASSIFIABLE ESTABLISHMENTS	A1
999	ADMINISTRATIVE	ADM

Fees based on NAICS codes

A2/P indicates the business can choose to pay either a rate based on gross receipts or the per professional fee of \$400.00.

NAICS	NAICS Business Description	Fee
2381	Fabric Dress and Work Gloves	A1
236118	Residential Remodelers	A1
236220	Commercial and Institutional Building Construction	A1
238130	Framing Contractors	A1
238140	Masonry Contractors	A1
238150	Glass and Glazing Contractors	A1
238160	Roofing Contractors	A1
238190	Other Foundation, Structure, and Building Exterior Contractors	A1
238210	Electrical Contractors and Other Wiring Installation Contractors	A1
238220	Plumbing, Heating, and Air-Conditioning Contractors	A1
238290	Other Building Equipment Contractors	A1
238310	Drywall and Insulation Contractors	A1
238320	Painting and Wall Covering Contractors	A1
238330	Flooring Contractors	A1
238350	Finish Carpentry Contractors	A1
238390	Other Building Finishing Contractors	A1
238910	Site Preparation Contractors	A1
238990	All Other Specialty Trade Contractors	A1
311812	Commercial Bakeries	A1
315240	Women's, Girls', and Infants' Cut and Sew Apparel Manufacturing	A1
32311	Printing	A2
323110	Commercial Lithographic Printing	A2
326299	All Other Rubber Product Manufacturing	A2
333111	Farm Machinery and Equipment Manufacturing	A2
333518	Other Metalworking Machinery Manufacturing	A2
333519	Rolling Mill and Other Metalworking Machinery Manufacturing	A2
333995	Fluid Power Cylinder and Actuator Manufacturing	A2
334510	Electromedical and Electrotherapeutic Apparatus Manufacturing	A2
3541	Machine Tools, Metal Cutting Type	A2
3632	Household Refrigerators and Freezers	A2
423110	Automobile and Other Motor Vehicle Merchant Wholesalers	A1
423130	Tire and Tube Merchant Wholesalers	A1
423210	Furniture Merchant Wholesalers	A1
423310	Lumber, Plywood, Millwork, and Wood Panel Merchant Wholesalers	A1
423440	Other Commercial Equipment Merchant Wholesalers	A1
423510	Metal Service Centers and Other Metal Merchant Wholesalers	A1
423620	Household Appliances, Electric Housewares, and Consumer Electronics Merchant Wholesalers	A1
423820	Farm and Garden Machinery and Equipment Merchant Wholesalers	A1
423830	Industrial Machinery and Equipment Merchant Wholesalers	A1
423910	Sporting and Recreational Goods and Supplies Merchant Wholesalers	A1

423930	Recyclable Material Merchant Wholesalers	A1
423990	Other Miscellaneous Durable Goods Merchant Wholesalers	A1
424120	Stationery and Office Supplies Merchant Wholesalers	A1
424210	Drugs and Druggists' Sundries Merchant Wholesalers	A1
424490	Other Grocery and Related Products Merchant Wholesalers	A1
424690	Other Chemical and Allied Products Merchant Wholesalers	A1
425120	Wholesale Trade Agents and Brokers	A1
4481	Clothing Stores	A1
44619	Other Health and Personal Care Stores	A1
441221	Motorcycle Dealers	A1
441310	Automotive Parts and Accessories Stores	A1
441320	Tire Dealers	A1
442110	Furniture Stores	A1
443142	Electronics Stores	A1
444190	Other Building Material Dealers	A1
445110	Supermarkets and Other Grocery (except Convenience) Stores	A1
445120	Convenience Stores	A1
445310	Beer, Wine, and Liquor Stores	A1
446110	Pharmacies and Drug Stores	A1
446120	Cosmetics, Beauty Supplies, and Perfume Stores	A1
446199	All Other Health and Personal Care Stores	A1
447110	Gasoline Stations with Convenience Stores	A1
448110	Men's Clothing Stores	A1
448140	Family Clothing Stores	A1
448150	Clothing Accessories Stores	A1
448190	Other Clothing Stores	A1
448310	Jewelry Stores	A1
45411	Electronic Shopping and Mail-Order Houses	A1
451110	Sporting Goods Stores	A1
451211	Book Stores	A1
452210	Department Stores	A1
452990	All Other General Merchandise Stores	A1
453220	Gift, Novelty, and Souvenir Stores	A1
453310	Used Merchandise Stores	A1
453910	Pet and Pet Supplies Stores	A1
453998	All Other Miscellaneous Store Retailers (except Tobacco Stores)	A1
454110	Electronic Shopping and Mail-Order Houses	A1
454111	Electronic Shopping (Internet)	A1
454210	Vending Machine Operators	A1
454390	Other Direct Selling Establishments	A1
4841	Cable and Other Pay Television Services	A2
484110	General Freight Trucking, Local	A1
484121	General Freight Trucking, Long-Distance, Truckload	A1
484210	Used Household and Office Goods Moving	A1
484220	Specialized Freight (except Used Goods) Trucking, Local	A1
488410	Motor Vehicle Towing	A1

488510	Freight Transportation Arrangement	A1
493110	General Warehousing and Storage	A1
493120	Refrigerated Warehousing and Storage	A1
511130	Book Publishers	A2
512110	Motion Picture and Video Production	A1
512191	Teleproduction and Other Postproduction Services	A1
512240	Sound Recording Studios	A1
516110	Internet Radio Stations	A1
5261	Retail Nurseries and Garden Stores	A1
52421	Insurance Agencies and Brokerages	A2
522110	Commercial Banking	A2
522291	Consumer Lending	A2
522310	Mortgage and Nonmortgage Loan Brokers	A2
523110	Investment Banking and Securities Dealing	A2
523920	Portfolio Management	A2
523930	Investment Advice	A2
524113	Direct Life Insurance Carriers	I
524126	Direct Property and Casualty Insurance Carriers	I
524210	Insurance Agencies and Brokerages	A2
531110	Lessors of Residential Buildings and Dwellings	A2
531120	Lessors of Nonresidential Buildings (except Miniwarehouses)	A2
531130	Lessors of Miniwarehouses and Self-Storage Units	A2
531190	Lessors of Other Real Estate Property	A2
531210	Offices of Real Estate Agents and Brokers	A2
531311	Residential Property Managers	A2
531320	Offices of Real Estate Appraisers	A2
531390	Other Activities Related to Real Estate	A2
532111	Passenger Car Rental	A2
532299	All Other Consumer Goods Rental	A2
541110	Offices of Lawyers	A2/P
541199	All Other Legal Services	A2/P
541211	Offices of Certified Public Accountants	A2/P
541213	Tax Preparation Services	A2/P
541219	Other Accounting Services	A2/P
541330	Engineering Services	A2/P
541350	Building Inspection Services	A2/P
541410	Interior Design Services	A2/P
541430	Graphic Design Services	A2/P
541511	Custom Computer Programming Services	A2/P
541512	Computer Systems Design Services	A2/P
541611	Administrative Management and General Management Consulting Services	A2/P
541612	Human Resources Consulting Services	A2/P
541613	Marketing Consulting Services	A2/P
541614	Process, Physical Distribution, and Logistics Consulting Services	A2/P
541620	Environmental Consulting Services	A2/P
541921	Photography Studios, Portrait	A2/P

541922	Commercial Photography	A2/P
541940	Veterinary Services	A2/P
541990	All Other Professional, Scientific, and Technical Services	A2/P
561110	Office Administrative Services	A1
561311	Employment Placement Agencies	A1
561320	Temporary Help Services	A1
561422	Telemarketing Bureaus and Other Contact Centers	A1
561510	Travel Agencies	A1
561520	Tour Operators	A1
561720	Janitorial Services	A1
561730	Landscaping Services	A1
561740	Carpet and Upholstery Cleaning Services	A1
561790	Other Services to Buildings and Dwellings	A1
561990	All Other Support Services	A1
562111	Solid Waste Collection	A1
611610	Fine Arts Schools	A1
611620	Sports and Recreation Instruction	A1
611691	Exam Preparation and Tutoring	A1
611692	Automobile Driving Schools	A1
611699	All Other Miscellaneous Schools and Instruction	A1
611710	Educational Support Services	A1
6211	Security Brokers and Dealers	A1
62441	Child Day Care Services	A1
621111	Offices of Physicians (except Mental Health Specialists)	A2/P
621112	Offices of Physicians, Mental Health Specialists	A2/P
621210	Offices of Dentists	A2/P
621310	Offices of Chiropractors	A2/P
621340	Offices of Physical, Occupational and Speech Therapists, and Audiologists	A2/P
621410	Family Planning Centers	A2/P
621492	Kidney Dialysis Centers	A2/P
621498	All Other Outpatient Care Centers	A2/P
621610	Home Health Care Services	A2/P
623110	Nursing Care Facilities (Skilled Nursing Facilities)	A2/P
623311	Continuing Care Retirement Communities	A2/P
624120	Services for the Elderly and Persons with Disabilities	A2/P
624190	Other Individual and Family Services	A2/P
624410	Child Day Care Services	A2/P
71399	All Other Amusement and Recreation Industries	A2
711120	Dance Companies	A2
711320	Promoters of Performing Arts, Sports, and Similar Events without Facilities	A2
711410	Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures	A2
711510	Independent Artists, Writers, and Performers	A2
713940	Fitness and Recreational Sports Centers	A2
713990	All Other Amusement and Recreation Industries	A2
722	Crop Harvesting	A2
722110	Full-Service Restaurants	A1

722211	Limited-Service Restaurants	A1
722320	Caterers	A1
722511	Full-Service Restaurants	A1
722513	Limited-Service Restaurants	A1
722514	Cafeterias, Grill Buffets, and Buffets	A1
722515	Snack and Nonalcoholic Beverage Bars	A1
8111	Automotive Repair and Maintenance	A1
81111	Automotive Mechanical and Electrical Repair and Maintenance	A1
81211	Hair, Nail, and Skin Care Services	A1
811111	General Automotive Repair	A1
811121	Automotive Body, Paint, and Interior Repair and Maintenance	A1
811122	Automotive Glass Replacement Shops	A1
811192	Car Washes	A1
811212	Computer and Office Machine Repair and Maintenance	A1
811310	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	A1
811411	Home and Garden Equipment Repair and Maintenance	A1
811420	Reupholstery and Furniture Repair	A1
811490	Other Personal and Household Goods Repair and Maintenance	A1
812111	Barber Shops	A2
812112	Beauty Salons	A2
812113	Nail Salons	A2
812199	Other Personal Care Services	A2
812210	Funeral Homes and Funeral Services	A2
812310	Coin-Operated Laundries and Drycleaners	A2
812320	Drycleaning and Laundry Services (except Coin-Operated)	A2
812910	Pet Care (except Veterinary) Services	A2
812990	All Other Personal Services	A2
813110	Religious Organizations	Must provide 501-3c
813410	Civic and Social Organizations	Must provide 501-3c
814110	Private Households	Must provide 501-3c

Gross Receipts Based Fees for Class A1 Schedules

Class A1

ANNUAL GROSS RECEIPTS	CLASS A1 FEES
\$0 to \$99,999	\$85.00
\$100,000 to \$249,999	\$160.00
\$250,000 to \$499,999	\$280.00
\$500,000 to \$749,999	\$430.00
\$750,000 to \$999,999	\$580.00
\$1,000,000 to \$2,999,999	\$1,255.00
\$3,000,000 to \$4,999,999	\$2,455.00
\$5,000,000 to \$9,999,999	\$4,455.00
\$10,000,000 to \$19,999,999	\$6,455.00
\$20,000,000 to \$39,000,000	\$8,455.00
\$40,000,000 to \$79,000,000	\$10,455.00
\$80,000,000 and above	\$12,455.00 plus \$200 per million or portion thereof

Documentation that must be provided with the application:

Affidavit Verifying Status of Applicant for any License, Permit or Certificate

Administrative Fee \$18.00

All occupational tax certificates will expire on December 31st, no matter when it is issued. Renewal reminders will be mailed out. Online filing is coming soon. The renewal must be submitted by the last day in February to avoid late fees, penalties or Code Enforcement action.

Gross Receipts Based Fees for Class A2 Schedules

ANNUAL GROSS RECEIPTS	CLASS A2 FEES
\$0 to \$99,999	\$90.00
\$100,000 to \$249,999	\$178.00
\$250,000 to \$499,999	\$318.00
\$500,000 to \$749,999	\$493.00
\$750,000 to \$999,999	\$668.00
\$1,000,000 to \$2,999,999	\$1,455.00
\$3,000,000 to \$4,999,999	\$2,855.00
\$5,000,000 to \$9,999,999	\$4,855.00
\$10,000,000 to \$19,999,999	\$6,855.00
\$20,000,000 to \$39,000,000	\$8,855.00
\$40,000,000 to \$79,000,000	\$10,855.00
\$80,000,000 and above	\$12,855.00 plus \$200 per million or portion thereof

Documentation that must be provided with the application:

Affidavit Verifying Status of Applicant for any License, Permit or Certificate

Administrative Fee \$18.00

All occupational tax certificates will expire on December 31st, no matter when it is issued. Renewal reminders will be mailed out. Online filing is available. The renewal must be submitted by the last day in February to avoid late fees, penalties or Code Enforcement action.

CITY OF POWDER SPRINGS ALCOHOL LICENSE INFORMATION

All NEW businesses must apply at city hall. Your point of contact for alcohol is:

Community Development Director: Tina Garver 770-943-8001 x 361
Email: tgarver@cityofpowdersprings.org

Renewal Information:

The City of Powder Springs fees are as follows:

722410.01 Beer	\$400.00	Due annually at renewal time, all license expire on December 31 st
722410.02 Wine	\$400.00	Due annually at renewal time, all license expire on December 31 st
722410.03 Spirits – Pouring	\$3,500.00	Due annually at renewal time, all license expire on December 31 st
722410.04 Package Store	\$1000.00	Due annually at renewal time, all license expire on December 31 st
Sunday Sales	\$500.00	Due annually at renewal time, all license expire on December 31 st
Special Events	\$250.00	

Documentation that must be provided with the application:

1. Copy of your gross receipts and monthly sales tax statements for January 2018 - November 2018.
2. Sales Breakdown of Alcoholic beverages /Nonalcoholic beverages/ Food prepared on the premises.
3. Completed Background Consent Form, Attachment 3
4. Completed Employee Affidavit, Attachment 4
5. Completed Familial Interest Affidavit, Attachment 5
6. Completed Food Sales and Alcoholic Beverage Affidavit (Pouring Licenses Only), Attachment 6
7. Affidavit Verifying Status of Applicant for any License, Permit or Certificate

Home Occupation Information

Home occupations may be established in a dwelling as an accessory use to a dwelling as provided in permitted uses requirements for the zoning districts established by this development code (see article 2), subject to compliance with the requirements of this section. The failure to meet one or more of these requirements at any time shall be unlawful and shall be grounds for the city to immediately revoke business registration.

There shall be no exterior indication that the business activity is taking place, including no activity or display associated with the home occupation outside of any building or structure.

- **Required registration and/or license.** Any occupational license including business registration, required by state or city regulations, must be obtained.
- **Physical limit.** The floor area devoted to the home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit or 500 square feet, whichever is less. This limitation applies to the aggregate floor area of all areas devoted to the home occupation, whether located within the dwelling or in an accessory structure.
- **Alteration of exterior of building.** The exterior appearance of the dwelling must remain that of a dwelling. No external alterations inconsistent with the residential use of the building shall be permitted.
- **Vehicles.** Vehicles kept on site in association with the home occupation shall be used by residents only, except for the parking of employees as may be permitted by this section.

Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation. Commercial vehicles are not permitted.

- **Visitations.** There shall be no visits by clients or patrons permitted in conjunction with a home occupation; provided, however, that the following exceptions are made for purposes of meeting overriding public goals of education and the care of children:
 - Instruction in music, dance, arts and crafts, and similar subjects, limited to two students at one time;
 - A family day care home, as defined by this unified development code.
- **Incoming vehicles.** Incoming vehicles related to the home occupation, if any, shall at all times be parked off-street within the confines of the residential driveway or other on-site permitted parking.
- **Transport of goods.** The transporting of goods by truck in connection with a home occupation is prohibited. There shall be no goods, products, or commodities received on the premises intended for resale or delivery to customers except by U.S. Mail, parcel service, or personal delivery, in which case there shall be no more than 12 deliveries or pick up of items per month in conjunction with a home occupation.
- **Sale or display of goods or merchandise.** There shall be no display, and no stock-in-trade nor commodity sold on the premises, in connection with a home occupation.
- **Signage.** There shall be no signs permitted in conjunction with a home occupation, although this limitation shall not preclude the property owner from erecting one or more signs permitted on the lot pursuant to article 7 of this unified development code.
- **Employees.** Only occupants of the dwelling and one additional full-time employee or two part-time employees shall be authorized to work on the premises in connection with a home occupation.
- **Externalities and nuisances.** No home occupation shall generate traffic, sound, odor, vibration, light, or dust that is offensive or that creates a nuisance as detectable at any property line. Home occupations must exclude the use of machinery or equipment that emits (e.g., saws, drills, musical instruments, etc.) that is detectable at any property line.
- **Uses specifically prohibited.** The following uses are specifically prohibited as home occupations: auto sales or auto repair; restaurants; animal hospitals, veterinary clinics, kennels, or the keeping of animals; funeral homes; retail or wholesale establishments; machine shops; personal service establishments (excluding beauty salons); special event facilities; and lodging services.

Continued on next page.

- **Approval.** All home occupations shall be subject to the approval of the community development director. The applicant for a business registration shall file for approval from the community development director on forms provided by the community development director. Additional information , including a site plan of the lot on which a home occupation is proposed, may be required by the director, along with information describing the nature of the home occupation.
- Home Occupation aka business license application must be notarized. Notaries are available at city hall between 8:15am to 4:45pm free of charge. Please bring a valid drivers license or you may use your own notary.
- Send in a valid drivers license – a copy is required.
- Proof of residency – If your license does not have your current Powder Springs address we will need a copy of your lease agreement or a current utility bill if you are not listed as the property owner with the Cobb County Assessor’s office.
- Private Employer Affidavit – this form must be notarized.
- Affidavit Verifying Citizenship – this form must be notarized.
- Trade Name – submit proof of payment with Cobb County Superior Court or Secretary of State showing your business name has been filed for your Powder Springs address.
- You must complete your application with the appropriate NAICS code. See NAICS for more information.
- EIN number – submit proof of IRS filing showing EIN # with your business name or you are welcome to use your social security number for your business.
- Fee for new businesses are based on an estimated gross receipts from \$0.00 to \$99,999.
- Online Filing is coming soon however the Zoning Administrator must review and approve the application. Processing can take approximately 15 to 20 business days.
- All occupational tax certificates expire on December 31st regardless of issuance date. Renewal paperwork and payment will need to be submitted by February 28th to prevent any late fees, penalties or Code Enforcement action.

Insurance License and Tax Fees

License Fee	Amount per Location	Internal Code
Annual license fee for each insurer regulated by O.C.G.A §33-3-5 doing business within the City of Powder Springs	\$75.00	524126.00
Each business location insuring certain risks	\$26.25	524126.01
Agency/Broker fee not regulated by O.C.G.A. §33-3-5	\$50.00	524126.02

NEW BUSINESS CHECKLIST FOR COMMERCIAL TENANT

--All steps may not be on the checklist and the steps may not apply to all businesses.

Zoning – Required for all businesses

Zoning verification will help determine if use is allowed for space you wish to occupy. All businesses must complete zoning to proceed in the process.

1. Check with the Community Development department to determine if your proposed use is permitted in the zoning district or if it requires a special use application.
2. If necessary, apply for special use. Be sure to give this process time as it requires public hearings before the Planning and Zoning Commission, the Mayor and Council.

Tenant occupancy, sign & banner permits:

Alex Almodóvar
Phone: 770-943-8001 x 307
Email: aalmodovar@cityofpowdersprings.org

Business license/Occupational Tax Certificate

Avenu Insights & Analytics
Toll Free Phone: (800) 556-7274
Toll Free Fax: (844) 528-6529
Email: businesslicensesupport@avenuinsights.com
Website: www.avenuinsights.com

Please note occupational tax certificates will not be issued until the tenant occupancy process is complete.

Permit – Required for all new businesses, charges to existing businesses and renovations.

3. Call Cobb County Fire Marshal's office at 770-528-8310 and explain to them what type of business you are planning and the proposed address. They will advise you which form is required. A plan review appointment may be required.
 - a. If plan review is required, pick up a Cobb County Commercial permit application at the City of Powder Springs Community Development, the Cobb County Fire Marshal Office, or online on the Cobb County Website: https://cobbcounty.org/images/documents/fire/Commercial_Permit_Application.pdf.
 - b. The online application form can be filled-out online and emailed to the Cobb County Water System. Bring the approved form from Cobb Water System, along with your plans to your plan review appointment.
 - c. If a plan review appointment is not required, complete a Notification of Information Change form at <http://cobbcounty.org/imagesdocuments/fire/notice-of-information-change.pdf>.
4. The Fire Marshal's office may require a water flow test, depending on the use. If this test is necessary, it will be performed by the City of Powder Springs. The fee for a water flow test is \$500.00, payable by the applicant. Pay this fee to the Community Development Department.
5. Bring the Fire Marshal approval to the City of Powder Springs Community Development department. If plan review was required, bring at least two sets of the approved plans, along with the Cobb County Commercial Permit Application with all approvals. Restaurants, hair salons and any business using a septic tank require approval from Cobb County Health Department and possibly Cobb County Water System.
6. If the project includes construction or a change in occupancy type, plan review is required by the City's Building Official (Safebuilt). Plan review typically takes 5 business days but may take up to 2 weeks. Assembly occupancy types must be stamped by an engineer or an architect.

7. Once the City's Building Official (Safebuilt) approves the plans, a permit can be issued for the project. Fees for inspection or renovation permit:

- a. \$5 per \$1000 construction cost or a minimum of \$50.00
- b. Plan Review fee (if required) is 50% of the permit fee.

Once issued, the permit and approved plans will be given to the applicant. If you are hiring a subcontractor to complete any trade work, such as electrical, plumbing, or HVAC, the subcontractor will need to apply for a trade permit for the project.

8. Once the Permit is issued a copy must be posted somewhere on the property, in a visible location. A set of approved plans must also be available at the property.

9. Call 770-914-2377 to schedule inspections with the building inspector. Inspections called before 4pm will be done the next business day. Depending on the scope of work, multiple inspections may be required. If no work is being done, only one inspection by the building inspector is required. You will not receive a call from the inspector. Please leave any special information on the voice message system.

10 Schedule inspections with the Fire Marshal's office online by going to <https://cobbegov.org/index.php/life-safety-inspection>.

11. When all required inspections are completed, the City of Powder Springs will issue a Certificate of Occupancy in the name of the new tenant.

Occupational Tax Certificate (Business License)

12. Bring a copy of the completed and notarized Occupational Tax Certificate packet, including proof of trade name filing, copy of lease and any additional approvals required below and the required fee.

- a. Certain businesses, such as wreckers, bail bondsman, vehicles for hire, peddlers, door to door sales, garbage collectors, and game rooms also require a regulatory license from the City of Powder Springs.
- b. Certain businesses, such as general contractors, hair salons, and day care centers require a license from the state. An occupational tax permit from the City will not be issued without a copy of any required state approvals.
- c. Restaurants, hair salons and any business using a septic tank require approval from Cobb County Health Department.

13. Once all items are completed and approved by the Community Development Department, an Occupational Tax Certificate (Business License) will be issued and mailed to the mailing address indicated on the application.

Please note that the occupational tax certificate is valid through December 31st. Fees for occupational taxes are not prorated. Occupational tax certificates must be renewed annually. If the business is no longer operating or if there is a change in ownership, please let Avenu know in writing by email, fax or return the closed business form.

REGULATORY LICENSE FEE INFORMATION

Your regulatory fee is due annually on January 1st. PAYMENT DUE BY JANUARY 1, 2018. A penalty of 10% plus 1.5% per month or portion thereof that the renewal fee is late will be assessed after March 1, 2018.

Regulatory Service	Fee
Garbage Collector	\$75.00
Wrecker Service	\$110.00
Vehicle for Hire	\$110.00
Bail Bondsman	\$110.00

Game Room	\$100.00
Antique Mall	\$1,500.00

Trade name

If your business uses or plans to use any name other than their own personal name (example, John Doe), you must register that business name under the Trade Name Registration Act with the Superior Court of Cobb County or the Secretary of State. Any proper name other than your own name (example, John Doe) is considered a fictitious name which must be registered. This registration requirement, however, does not apply to corporations doing business in the corporate name or to persons practicing any profession under a partnership name. The City of Powder Springs requires proof of trade name filing. For trad name registration information, contact the Clerk of Superior Court of Cobb County (DBA) at 770-528-1300 or Secretary of State (LLC or INC) at 404-656-2817.

Applicant must submit the following with your new application:

Receipt of payment with either agency showing trade name filed OR
Proof of trade name accepted