

All businesses operating in the city limits of the City of Richmond Hill, GA must purchase an annual business license certificate prior to the commencement of business.

**File online:**  
<https://rds.bizlicenseonline.com/>  
• Free • Fast • Secure • Step-by-Step •

### How to file:

- To remit payment by form: Complete the Business License Certificate application located [here](#).

Make your check payable to Tax Trust Account and mail to RDS, Business License Department, P.O. Box 830900, Birmingham, AL 35283-0900.

Be sure to enclose any required certifications or affidavits with your payment.

**Click on the following (or scroll to the bottom of the document) to see more information on the following topics:**

- [Alcohol Renewal Information](#)
- [Calculation](#)
- [Certification and Immigration](#)
- [Gross Receipts, Definition of](#)
- [Home Based Businesses](#)
- [Location Specific, Definition](#)
- [New Business Information](#)
- [Penalty and Interest, Rate of](#)
- [Posting of Certificate](#)
- [Professional Practitioners](#)
- [Transfer of Certificate Information](#)
- [Type of Certificate](#)
- [Zoning](#)

### Important facts to know when completing your business certificate application:

**License Due Date:** Renew annually on January 1<sup>st</sup>.

**License Delinquent Date:** Certificates are considered delinquent on or after April 1<sup>st</sup>.

**License Expiration:** All certificates (except temporary certificates) expire December 31<sup>st</sup>.

**To prevent a delay in the issuance of a certificate, please note the following:**

- Gross-based schedules must report gross receipts for the previous year. For additional details, click on "Gross Receipts" in the gray box to the left.
- Unit-based schedules must provide the number of units (i.e. number of employees).
- Schedules that indicate certification is required must have a copy of the certification submitted with the application and payment.  
Example: Office of Dentist, must supply copy of Georgia Board of Dentistry Licensure.
- All New and Renewal applicants must submit the "Private Employer Affidavit". All home based businesses must also submit a "Home Business Affidavit".

### Customer Service



Toll Free Phone: (800) 556-7274  
Toll Free Fax: (844) 528-6529  
Hablamos español



Email: [bizlicensesupport@revds.com](mailto:bizlicensesupport@revds.com)  
Website: [www.revds.com](http://www.revds.com)



RDS  
Business License Department  
PO Box 830900  
Birmingham, AL 35283-0900.

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
541870	GROSS	ADVERTISING MATERIAL DISTRIBUTION SERVICE	CLASS 2
442299	GROSS	ALL OTHER MISCELLANEOUS RETAIL SALES	CLASS 1
621399	GROSS	ALL OTHER MISCELLANEOUS MEDICAL	CLASS 2
511199	GROSS	ALL OTHER PUBLISHERS	CLASS 4
722410.00	FLAT	<p>ANY ALCOHOLIC BEVERAGE CONSUMPTION ON PREMISES – This is in addition to the standard business certificate due for the business.</p> <p><b>This certificate REQUIRES city approval for RENEWALS and NEW certificates each year.</b></p> <p>All Alcoholic/Beverage Tax Certificates are subject to a State recommended background record check. This includes new licenses and renewals.</p> <p>There is a \$25.00 charge for a background record check. <b>(999.00)</b> All applicants must complete an “Authorization for Release of Personal Information” form; this also includes a License holder name change. Owners who are renewing may opt to purchase a “Bar Card” from the Richmond Hill Police Department for \$10.00. If you have a valid “Bar Card”, you can submit a copy of that card along with your renewal application.</p>	\$1,750.00
441110	GROSS	AUTO DEALERS NEW OR USED	CLASS 2
811192	GROSS	AUTO DETAILING SERVICE	CLASS 2
811121	GROSS	AUTO PAINT SHOP	CLASS 2
441310	GROSS	AUTO RADIO STORES	CLASS 1
811111	GROSS	AUTO REPAIR AND REPLACEMENT	CLASS 2
325612	GROSS	AUTOMOBILE POLISH AND CLEANER	CLASS 2
522110	GROSS	<p>BANK AND TRUST - Pursuant to O.C.G.A. § 48-6-93, there is levied an annual business license tax upon state and national banking associations, federal savings and loan associations, and state building and loan associations a business license tax at the rate of 0.25 percent of the gross receipts of those institutions. Notwithstanding any other provisions of this article, the <b>minimum amount of business license tax due from any depository financial institution pursuant to this article shall be \$1,000.00 per year.</b></p>	0.25 PERCENT OF GROSS RECEIPTS – MINIMUM DUE OF \$1,000.00
182111	GROSS	BARBER SHOP - <b>Must provide copy of Georgia State Board of Cosmetology and Barbers Licensure</b>	CLASS 3
446120	GROSS	BEAUTY SUPPLIES	CLASS 3
812112	GROSS	TANNING SALONS	CLASS 3
812112.01	GROSS	BEAUTY SALONS/HAIRSTYLISTS - <b>Must provide copy of Georgia State Board of Cosmetology and Barbers Licensure</b>	CLASS 3
721191	GROSS	BED AND BREAKFAST INN	CLASS 2

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
592131	FLAT	<p>BEER AND WINE BY THE PACKAGE OFF PREMISE ONLY - This is in addition to the standard business certificate due for the business.</p> <p><b>This certificate REQUIRES City approval for RENEWALS and NEW certificates each year.</b></p> <p>All Alcoholic/Beverage Tax Certificates are subject to a State recommended background record check. This includes new licenses and renewals.</p> <p>There is a \$25.00 charge for a background record check. <b>(999.00)</b> All applicants must complete an "Authorization for Release of Personal Information" form; this also includes a License holder name change. Owners who are renewing may opt to purchase a "Bar Card" from the Richmond Hill Police Department for \$10.00. If you have a valid "Bar Card", you can submit a copy of that card along with your renewal application.</p>	\$1,000.00
592130	FLAT	<p>BEER BY THE PACKAGE OFF PREMISE ONLY - This is in addition to the standard business certificate due for the business.</p> <p><b>This certificate REQUIRES City approval for RENEWALS and NEW certificates each year.</b></p> <p>All Alcoholic/Beverage Tax Certificates are subject to a State recommended background record check. This includes new licenses and renewals.</p> <p>There is a \$25.00 charge for a background record check. <b>(999.00)</b> All applicants must complete an "Authorization for Release of Personal Information" form; this also includes a License holder name change. Owners who are renewing may opt to purchase a "Bar Card" from the Richmond Hill Police Department for \$10.00. If you have a valid "Bar Card", you can submit a copy of that card along with your renewal application.</p>	\$500.00
445310	FLAT	BEER WINE AND LIQUOR STORES – RETAIL-Must also pay for BEER WINE LIQUOR PKG SHOP ONLY CERTIFICATE (592100)	CLASS 1
592100	FLAT	<p>BEER WINE LIQUOR PACKAGE SHOP ONLY- This is in addition to the standard business certificate due for the business, BEER WINE AND LIQUOR STORES – RETAIL (445310).</p> <p><b>This certificate REQUIRES City approval for RENEWALS and NEW certificates each year.</b></p> <p>All Alcoholic/Beverage Tax Certificates are subject to a State recommended background record check. This includes new licenses and renewals.</p> <p>There is a \$25.00 charge for a background record check. <b>(999.00)</b> All applicants must complete an "Authorization for Release of Personal Information" form; this also includes a License holder name change. Owners who are renewing may opt to purchase a "Bar Card" from the Richmond Hill Police Department for \$10.00. If you have a valid "Bar Card", you can submit a copy of that card along with your renewal application.</p>	\$1,500.00
451211	GROSS	BOOKSTORE	CLASS 1
444100	GROSS	BUILDING MATERIAL AND SUPPLIES	CLASS 1
541618	GROSS	BUSINESS CONSULTING NEC	CLASS 4
541350	GROSS	BUILDING INSPECTION SERVICES	CLASS 3
337110	GROSS	CABINET AND COUNTERTOPS	CLASS 1
454390	FLAT	CANVASSERS	OBTAIN AT CITY HALL
811192.01	GROSS	CAR WASH	CLASS 3
561740	GROSS	CARPET AND UPHOLSTERY CLEANER	CLASS 3

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
722320	GROSS	CATERERS	CLASS 2
513322	GROSS	CELLULAR PHONE COMMUNICATION CARRIERS	CLASS 4
624410	GROSS	CHILD DAYCARE SERVICES	CLASS 2
448130	GROSS	CHILDREN AND INFANT STORE	CLASS 2
812310	GROSS	COIN OPERATED LAUNDRY	CLASS 3
561440	GROSS	COLLECTION AGENCIES	CLASS 3
532490	GROSS	OTHER COMM & INDUSTRY MACHINERY & EQUIP RENTAL & LEASING	CLASS 5
443120	GROSS	COMPUTER AND SOFTWARE STORES	CLASS 1
541511	GROSS	COMPUTER PROGRAM SERVICES	CLASS 3
541512	GROSS	COMPUTER SYSTEM SERVICES	CLASS 3
234990	GROSS	CONSTRUCTION EQUIPMENT RENTAL	CLASS 3
522291	GROSS	CONSUMER LENDING	CLASS 6
611610	GROSS	DANCE STUDIO	CLASS 5
514210	GROSS	DATA PROCESSING SERVICES	CLASS 3
812991	GROSS	DATING SERVICES	CLASS 3
561410	GROSS	DOCUMENT PREPARATION SERVICES	CLASS 3
722410.01	GROSS	DRINKING PLACE AND ALCOHOL BEVERAGE – Must also obtain ANY BEVERAGE CONSUMPTION ON PREMISES CERTIFICATE (722410.00)	CLASS 1
812320	GROSS	DRY CLEANING AND LAUNDRY SERVICE	CLASS 3
235310	GROSS	ELECTRICAL CONTRACTORS – <b>Must provide copy of Georgia Board of Electrical Contractors Licensure</b>	CLASS 5
339911	GROSS	ENGRAVING AND ETCHING PRECIOUS METAL FLATWARE	CLASS 1
561710	GROSS	EXTERMINATING AND PEST CONTROL	CLASS 3
332312	GROSS	FABRICATED STRUCTURAL METAL MANUFACTURING	CLASS 3
44810	GROSS	FAMILY CLOTHING STORE	CLASS 2
722109	GROSS	FAST FOOD – RESTAURANT LIMITED SERVICE <b>Restaurants must provide a copy of their current Health Dept Grade Certificate. This is required for NEW and RENEWAL applicants.</b>	CLASS 2
444220	GROSS	FEED & SEED RETAIL	CLASS 1
445220	GROSS	FISH AND SEAFOOD MARKET - <b>Must provide a copy of their current Health Dept Grade Certificate. This is required for NEW and RENEWAL applicants.</b>	CLASS 1
713940	GROSS	FITNESS AND RECREATION CENTERS	CLASS 5
442210	GROSS	FLOOR COVERING STORE	CLASS 1

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
453110	GROSS	FLORISTS	CLASS 1
722330.00	GROSS	FOOD CARTS MOBILE - <b>Must provide a copy of their current Health Dept Grade Certificate. This is required for NEW and RENEWAL applicants.</b>	CLASS 5
532220	GROSS	FORMAL WEAR AND COSTUME RENTALS	CLASS 3
421220	GROSS	FRAMES AND PICTURES WHOLESALE	CLASS 2
445230	GROSS	FRUIT AND VEGETABLE MARKET	CLASS 1
722110	GROSS	FULL SERVICE RESTAURANT If the restaurant sells any beverage for consumption on premises, they <b>MUST</b> pay for ANY BEVERAGE CONSUMPTION ON PREMISES CERTIFICATE (722410)  <b>Restaurants must provide a copy of their current Health Dept Grade Certificate. This is required for NEW and RENEWAL applicants.</b>	CLASS 2
812210	GROSS	FUNERAL HOMES – <b>Must provide a copy of the Georgia State Board of Funeral Service</b>	CLASS 3
442110	GROSS	FURNITURE STORE	CLASS 1
152100.00	GROSS	GENERAL CONTRACTOR – <b>Must provide copy of Georgia Construction Industry Licensing Board</b>	CLASS 6
154200	GROSS	GENERAL CONTRACTOR NONRESIDENTIAL- <b>Must provide copy of Georgia Georgia Construction Industry Licensing Board</b>	CLASS 1
152100.01	GROSS	GENERAL CONTRACTOR SINGLE HOMES - <b>Must provide copy of Georgia Construction Industry Licensing Board</b>	CLASS 1
484110.00	GROSS	GENERAL FREIGHT TRUCKING	CLASS 1
532310	GROSS	GENERAL RENTAL CENTERS	CLASS 3
453220	GROSS	GIFT AND NOVELTY SHOP	CLASS 1
235920	GROSS	GLASS INSTALLATIONS (EXCEPT AUTO)	CLASS 2
713910	GROSS	GOLF AND COUNTRY CLUB	CLASS 5
541430	GROSS	GRAPHIC DESIGN SERVICES	CLASS 3
62	GROSS	HEALTHCARE AND SOCIAL ASSISTANCE	CLASS 2
811411	GROSS	HOME & GARDEN EQUIPMENT REPAIRS	CLASS 3
532291	GROSS	HOME EQUIPMENT RENTALS	CLASS 3
443111	GROSS	HOUSEHOLD SUPPLY STORES	CLASS 1
445299	GROSS	ICE CREAM STORES - <b>Must provide a copy of their current Health Dept Grade Certificate. This is required for NEW and RENEWAL applicants.</b>	CLASS 2
711510	GROSS	INDEPENDENT ARTISTS WRITERS AND PERFORMERS	CLASS 3
641100.00	GROSS	INSURANCE & FINANCIAL SERVICES	CLASS 2
524210	PER LOCATION	INSURANCE AGENCIES AND BROKERAGES - <b>Sec. 62-77</b> There is levied an annual license fee upon each insurer doing business within the city in the amount of \$50.00. For each separate business location in excess of one not covered by <a href="#">section 62-78</a> , which is operating on behalf of such insurers within the city, there is levied a license fee in the amount of \$50.00	\$50.00 PER LOCATION

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
524210.01	PER LOCATION	<b>INSURANCE AGENCIES AND BROKERAGES – SEC. 62-78 insurers insuring certain risks at additional business locations.</b> For each separate business location, not otherwise subject to a license fee under this article, operated and maintained by a business organization engaged in the business of lending money or transacting sales involving term financing and in connection with such loans or sales offers, solicits or takes application for insurance through a licensed agent of an insurer for insurance such insurer shall pay an additional license fee of \$17.50 per location	\$17.50 PER LOCATION
641100.01	PER LOCATION	<b>INSURANCE AGENTS AND BROKERS</b> -There is levied an annual license fee upon independent agencies and brokers for each separate business location from which an insurance business is conducted and not subject to the company license fee imposed by <a href="#">section 62-77</a> in the amount of \$40.00 for each such location within the city	\$40.00 PER LOCATION
639900	GROSS DIRECT PREMIUMS	<b>INSURANCE COMPANIES – LIFE INSURERS</b> - There is levied an annual tax based solely upon gross direct premiums upon each insurer writing life, accident and sickness insurance within the state in an amount equal to one percent of the gross direct premiums received during the preceding calendar year in accordance with O.C.G.A. § 33-8-8.1. The premium tax levied by this section is in addition to the license fees imposed by <a href="#">section 62-77</a> .	1 PERCENT OF GROSS DIRECT PREMIUMS
639900.01	GROSS DIRECT PREMIUMS	<b>INSURANCE COMPANIES – ALL OTHER</b> - There is levied an annual tax based solely upon gross direct premiums upon each insurer, other than an insurer transacting business in the class of insurance designated in O.C.G.A. § 33-3-5(1), doing business within the state in an amount equal to 2.5 percent of the gross direct premiums received during the preceding calendar year in accordance with O.C.G.A. § 33-8-8.2. The premium tax levied by this section is in addition to the license fees imposed by <a href="#">section 62-77</a> .	2.5 PERCENT OF GROSS DIRECT PREMIUMS
541410	GROSS	<b>INTERIOR DESIGN SERVICES</b> -Must provide a copy of the State of Georgia Board of Architects and Interior Designers.	CLASS 4
541370	GROSS	<b>LAND SURVEYORS</b> -Must provide a copy of the State of Georgia Board of Registration for Professional Engineers and Land Surveyors.	CLASS 3
541320	GROSS	<b>LANDSCAPE ARCHITECTURAL SERVICES</b> -Must provide a copy of the State of Georgia Board of Landscape Architects.	CLASS 3
78100	GROSS	LANDSCAPE COUNSELING AND PLANNING	CLASS 3
561730	GROSS	LANDSCAPE SERVICES	CLASS 3
78200	GROSS	LAWN AND GARDEN SERVICES	CLASS 3
531190	GROSS	LESSOR/OTHER REAL ESTATE	CLASS 5
531130	GROSS	LESSORS OF MINIWAREHOUSES AND SELF STORAGE UNITS	CLASS 1
485320	GROSS	LIMOUSINE SERVICE	CLASS 1
492210	GROSS	LOCAL MESSENGERS AND LOCAL DELIVERY	CLASS 1
562110	GROSS	LOCAL TRUCKING WITHOUT STORAGE	CLASS 1
561622	GROSS	LOCKSMITH	CLASS 3
33711	GROSS	MANUFACTURING FURNITURE AND FIXTURES	CLASS 2
333319	GROSS	MANUFACTURING INDUSTRIES	CLASS 4
488390	GROSS	MARINE COMBO CHECKERS AND SURVEYORS	CLASS 1
541613	GROSS	MARKETING CONSULTING SERVICES	CLASS 4

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
611699	GROSS	MISC SCHOOLS	CLASS 3
44190	GROSS	MISC APPAREL & ACCESSORIES	CLASS 2
722330.01	GROSS	MOBILE FOOD SERVICES- <b>Must provide a copy of their current Health Dept Grade Certificate. This is required for NEW and RENEWAL applicants.</b>	CLASS 2
561320	GROSS	MODEL SUPPLY SERVICES	CLASS 1
522310	GROSS	MORTGAGE AND NONMORTGAGE LOANS	CLASS 6
421120	GROSS	MOTORCYCLE PARTS NEW AND WHOLESALE	CLASS 1
721110	GROSS	MOTEL HOTELS	CLASS 3
484110.01	GROSS	MOTOR FREIGHT TRANSPORTATION AND WAREHOUSING	CLASS 1
451140	GROSS	MUSICAL INSTRUMENTS AND SUPPLIES	CLASS 1
812113	GROSS	NAIL SALONS- <b>Must provide copy of Georgia State Board of Cosmetology and Barbers Licensure</b>	CLASS 3
511110	GROSS	NEWSPAPER PUBLISHER	CLASS 4
531312	GROSS	NONRESIDENTIAL PROPERTY MANAGERS	CLASS 5
623110	GROSS	NURSING CARE FACILITY	CLASS 2
453210	GROSS	OFFICE AND STATIONARY SUPPLIES	CLASS 1
532420	GROSS	OFFICE MACHINERY AND EQUIPMENT REPAIR	CLASS 3
621310.00	GROSS	OFFICE OF CHIROPRACTORS- GROSS- <b>Must provide copy of Georgia State Board of Chiropractic Examiners</b>	CLASS 2
621310.01	PROF FLAT FEE	OFFICE OF CHIROPRACTORS- FLAT- <b>Must provide copy of Georgia State Board of Chiropractic Examiners</b>	\$400.00 PER PRACTITIONER
621210.00	GROSS	OFFICE OF DENTIST- GROSS- <b>Must provide copy of Georgia Board of Dentistry Licensure</b>	CLASS 2
621210.01	PROF FLAT FEE	OFFICE OF DENTIST- FLAT- <b>Must provide copy of Georgia Board of Dentistry Licensure</b>	\$400.00 PER PRACTITIONER
541110.00	GROSS	OFFICE OF LAWYERS- GROSS	CLASS 4
541110.01	PROF FLAT FEE	OFFICE OF LAWYERS- FLAT	\$400.00 PER PRACTITIONER
621330	GROSS	OFFICE OF MENTAL HEALTH	CLASS 2
621320.00	GROSS	OFFICE OF OPTOMETRISTS-GROSS - <b>Must provide copy of Georgia Board of Optometry</b>	CLASS 2
621320.01	PROF FLAT FEE	OFFICE OF OPTOMETRISTS-FLAT - <b>Must provide copy of Georgia Board of Optometry</b>	\$400.00 PER PRACTITIONER
551112	GROSS	OFFICE OF OTHER HOLDING COMPANIES	CLASS 6
621111.00	GROSS	OFFICE OF PHYSICIAN-GROSS - <b>Must provide copy of Georgia Composite Medical Board Licensure</b>	CLASS 2
621111.01	PROF FLAT FEE	OFFICE OF PHYSICIAN-FLAT - <b>Must provide copy of Georgia Composite Medical Board Licensure</b>	\$400.00 PER PRACTITIONER
621391.00	GROSS	OFFICE OF PODIATRISTS-GROSS - <b>Must provide copy of Georgia Board of Podiatry</b>	CLASS 2
621391.01	PROF FLAT FEE	OFFICE OF PODIATRISTS-FLAT - <b>Must provide copy of Georgia Board of Podiatry</b>	\$400.00 PER PRACTITIONER
446130	GROSS	OPTICAL GOODS STORES	CLASS 1

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
561439	GROSS	OTHER BUSINESS SERVICE CENTERS	CLASS 3
532299	GROSS	OTHER CONSUMER GOODS	CLASS 3
624190	GROSS	OTHER INDIVIDUAL AND FAMILY SERVICE	CLASS 2
332439	GROSS	OTHER METAL CONTAINER MANUFACTURING	CLASS 3
811490	GROSS	OTHER PERSONAL & HOME REPAIRS	CLASS 3
812199	GROSS	OTHER PERSONAL CARE SERVICES	CLASS 4
531390	GROSS	OTHER REAL ESTATE ACTIVITIES	CLASS 5
325510	GROSS	PAINT BALLS	CLASS 1
812990	GROSS	PARTY PLANNING SERVICES	CLASS 2
532111	GROSS	PASSENGER CAR RENTALS	CLASS 2
621340	GROSS	PATHOLOGICAL SPEECH OR VOICE	CLASS 1
593200	GROSS	PAWNSHOPS	CLASS 1
812199.01	GROSS	PERSONAL CARE SERVICE	CLASS 3
453910	GROSS	PETS AND PET SUPPLIES	CLASS 1
446110	GROSS	PHARMACIES AND DRUG STORES- <b>Must provide copy of Georgia Board of Pharmacy</b>	CLASS 1
541921	GROSS	PHOTOGRAPHY SERVICES	CLASS 3
235110	GROSS	PLUMBING HEATING AND AIR CONDITIONING - <b>Must provide copy of Georgia Construction Industry Licensing Board</b>	CLASS 2
56179	GROSS	POOL SERVICES	CLASS 4
562991	GROSS	PORTABLE TOILET RENTALS	CLASS 3
332311	GROSS	PREFAB METAL BUILDING	CLASS 3
814110	GROSS	PRIVATE HOUSEHOLDS	CLASS 4
422720	GROSS	PETROLEUM & PETROLEUM PRODUCTS	CLASS 1
813920	GROSS	PROFESSIONAL ORGANIZATION	CLASS 1
541820	GROSS	PUBLIC RELATIONS SERVICES	CLASS 4
323114	GROSS	QUICK PRINTING	CLASS 3
513112	GROSS	RADIO STATIONS	CLASS 5
443112	GROSS	RADIO TELEVISION AND ELECTRONICS	CLASS 1
327320	GROSS	READY MIX CONCRETE	CLASS 4
653100	GROSS	REAL ESTATE AGENT/BROKERS	CLASS 5
721214	GROSS	RECREATION VACATION CAMPS	CLASS 2



Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
562920	GROSS	REFUSE SYSTEMS	CLASS 5
561720	GROSS	RESIDENTIAL OR COMMERCIAL CLEANING	CLASS 3
531311	GROSS	RESIDENTIAL PROPERTY MANAGERS	CLASS 5
	FLAT	ROADSIDE SALES	OBTAIN AT CITY HALL
517410	GROSS	SATELLITE TELECOMMUNICATIONS	CLASS 4
523120	GROSS	SECURITIES BROKERAGE	CLASS 6
561621	GROSS	SECURITY SYSTEMS SERVICES	CLASS 2
554100	GROSS	SERVICE STATION CONVENIENCE STORE <i>Convenience stores must supply a copy of the latest Department of Agriculture Licensure.</i>	CLASS 1
594900	GROSS	SEWING & NEEDLEWORK	CLASS 1
448210	GROSS	SHOE STORE	CLASS 2
179900	GROSS	SPECIAL TRADE CONTRACTOR	CLASS 2
451110	GROSS	SPORTING GOODS STORES	CLASS 1
592140	FLAT	SUNDAY SALES - This is in addition to the standard business certificate due for the business. <i>Request for Sunday Sales must be approved by the city. Any Restaurant/Caterer desiring to make sales of Alcoholic Beverages on Sunday must complete a "Restaurant/Caterer Affidavit and Application for Permit to Dispense Alcoholic Beverages on Sunday". This affidavit must be completed each year, and requires city approval.</i>	\$250.00
445110	GROSS	SUPERMARKET AND GROCERY STORES	CLASS 1
541213	GROSS	TAX PREPARATION SERVICES	CLASS 3
485310	GROSS	TAX SERVICE	CLASS 1
561510	GROSS	TRAVEL AGENCIES	CLASS 1
532120	GROSS	TRUCK AND UTILITIES TRAILER RENTALS	CLASS 2
453310	GROSS	USED MERCHANDISE & CONSIGNMENT SHOP	CLASS 1
421620	GROSS	VACUUM CLEANERS	CLASS 4
45210	GROSS	VENDING MACHINE OPERATORS	CLASS 1
541940.00	GROSS	VETERINARY SERVICES-GROSS - <i>Must provide copy of Georgia Board of Veterinary Medicine</i>	CLASS 3
541940.01	PROF FLAT FEE	VETERINARY SERVICES-FLAT - <i>Must provide copy of Georgia Board of Veterinary Medicine</i>	\$400.00 PER PRACTITIONER
532230	GROSS	VIDEO TAPE & DISC RENTALS	CLASS 3
234910	GROSS	WATER SEWER AND PIPELINE CONSTRUCTION- <i>Must provide copy of Georgia Construction Industry Licensing Board</i>	CLASS 2
811122	GROSS	WINDOW TINTING AUTOMOTIVE	CLASS 2

Internal No.	Type	Classification/Business Description including Certification information	Calculation Information See Schedule
442291	GROSS	WINDOW TREATMENT STORE	CLASS 1
592132	FLAT	<p>WINE BY THE PACKAGE OFF PREMISE ONLY - This is in addition to the standard business certificate due for the business.</p> <p><b>This certificate REQUIRES City approval for RENEWALS and NEW certificates each year.</b></p> <p>All Alcoholic/Beverage Tax Certificates are subject to a State recommended background record check. This includes new licenses and renewals.</p> <p>There is a \$25.00 charge for a background record check. <b>(999.00)</b> All applicants must complete an "Authorization for Release of Personal Information" form; this also includes a License holder name change. Owners who are renewing may opt to purchase a "Bar Card" from the Richmond Hill Police Department for \$10.00. If you have a valid "Bar Card", you can submit a copy of that card along with your renewal application.</p>	\$500.00
999.00	FLAT	<p>\$25.00 BACKGROUND CHECK FEE</p> <p>This fee is due in addition to all alcohol, beer and wine certificates.</p>	\$25.00

## Calculation Information

<b>Profitability Ratio/ Tax Class</b>	<b>Tax Rate on Gross Receipts</b>
Class 1	0.00050
Class 2	0.00060
Class 3	0.00070
Class 4	0.00080
Class 5	0.00090
Class 6	0.00100

No occupation tax will be required upon more than 100 percent of a business's gross receipts. No occupation tax for any one business shall exceed \$5,000.00 regardless of gross receipts.

For certificate fees due for businesses that do not fall within one of the classes above see the information specific to that license type within the fee schedule.

## New Business Information

- All new business certificate applicants MUST apply at the City of Richmond Hill City Hall.
- All new applicants must submit a completed "Affidavit Verifying Status of Benefit Applicant". This document must be notarized.
- All new applicants must submit a completed "Private Employer Affidavit". This document must be notarized.
- All new applicants must submit a secure and verifiable document. For a full list of acceptable documents, please visit the Attorney General of Georgia's website at <http://law.ga.gov>.
- All new and renewal "Home Occupation" business applicants must submit a completed "Home Occupation Affidavit".
- If applicable, a new business applicant must submit a copy of their State of Georgia license.
- If you are a convenience store, you must submit a copy of the latest Department of Agriculture license.
- If you are a restaurant, you must submit a copy of your current Health Department Inspection Grade Certificate.
- If you are engaged in a profession or business that is required to be licensed by the state under Title 43, you must provide evidence of such licensure.

## Alcohol Certificate Information

The City of Richmond Hill Code of Ordinances mandates that all persons, firms or corporations who engage in the sale of Alcoholic Beverages within the city limits of Richmond Hill must register their business and obtain an Alcoholic/Beverage Tax Certificate by paying the required fees due.

Alcoholic/Beverage Tax Certificates are valid for a calendar year, January 1st through December 31st, and must be renewed on or before December 31<sup>st</sup> of each year.

All Alcoholic/Beverage Tax Certificates are subject to the State recommendation of a background record check. This includes new licenses and renewals.

There is a \$25.00 charge for a background record check. All applicants must also complete an "Authorization for Release of Personal Information" form; this also includes a License holder name change. Owners who are renewing may opt to purchase a "Bar Card" from the Richmond Hill Police Department for \$10.00. You may contact Richmond Hill PD at 912-756-3712.

Any Restaurant/Caterer desiring to make sales of Alcoholic Beverages on Sunday must complete a "Restaurant/Caterer Affidavit and Application for Permit to Dispense Alcoholic Beverages on Sunday". This affidavit must be completed each year and requires city approval.

## **Certification & Immigration Requirements Required for “New” and “Renewal” Certificates**

**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 certificate shall be issued to any person subject to licensure under Title 43 without evidence of such licensure being presented.

**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](http://www.revds.com) (Taxpayer → Georgia → Taxpayer Forms) or the Attorney General of Georgia’s website at <https://law.georgia.gov/>. This application will NOT be processed without a secure and verifiable document as required by Georgia law.

**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.

### **Gross Receipts Definition**

Gross receipts means the total revenue of the business or practitioner for the period, including without limitation the following:

- (1) Total income without deduction for the cost of goods or expenses incurred
- (2) Gain from trading in stocks, bonds, capital assets or instruments of indebtedness
- (3) Proceeds from commissions on the sale of property, goods or services
- (4) Proceeds from fees for services rendered
- (5) Proceeds from rent, interest, royalty or dividend income

Gross receipts shall not include the following:

- (1) Sales, use or excise tax
  - (2) Sales returns, allowances and discounts
  - (3) Interorganizational sales or transfers between or among the units of a parent-subsidiary controlled group of corporations as defined by 26 USC 1563(a)(1), or between or among the units of a brother-sister controlled group of corporations as defined by 26 USC 1563(a)(2), or between or among wholly owned partnerships or other wholly owned entities;
  - (4) Payments made to a subcontractor or an independent agent
  - (5) Governmental and foundation grants, charitable contributions, or the interest income derived from such funds received by a nonprofit organization which employs salaried practitioners otherwise covered by this article, if such funds constitute 80 percent or more of the organization's receipts
  - (6) Proceeds from sales to customers outside the state
- Where a person conducts business at more than one fixed location, each location or place shall be considered a separate business for the purpose of the occupation tax.

### **Location Specific Certificates**

Location of office means any structure or vehicle where a business, profession or occupation is conducted. It does not include a temporary or construction work site, which serves a single customer or project or a vehicle used for sales or delivery by a business or practitioner of a profession.

### **Home Based Businesses**

All home based businesses must complete the “Home Business Affidavit” for “New and “Renewal” applications each year.

## **Transfer of Certificate Information**

No license issued hereunder may be transferred. Any new owner of a business shall apply and make application for a new license prior to commencement of business. Each license granted hereunder shall be subject to revocation for violation of any rule or regulation of this commission now in force or hereafter adopted.

## **Posting of Certificate**

Each person, firm, partnership, corporation, or other entity engaged in any business, trade, profession, occupation, or receiving revenue from any residential or commercial rental property in the city, whether with a location in the city or in the case of an out-of-state business with no location in Georgia exerting substantial efforts within the state pursuant to O.C.G.A. § 48-13-7, shall pay an occupation tax for such business, trade, profession, or occupation; which tax and any applicable registration shall be displayed in a conspicuous place in the place of business, if the taxpayer has a permanent business location in the city. If the taxpayer has no permanent business location in the city, such business tax registration shall be shown to the city clerk or his deputies or to any police officer or code enforcement officer of the city upon request.

## **Penalty and Interest**

All certificates shall be assessed a penalty in the amount of ten percent (10%), plus 1% interest on the amount owed for each calendar month or portion thereof for taxpayers who fail to file their renewal on or before April 1<sup>st</sup>, or fail to register and obtain a business certificate.

## **Type of Certificate**

The business registration of each business operated in the City shall identify the dominant line of business that the business conducts. Dominant line means the type of business, within a multiple-line business, from which the greatest amount of income is derived.

## **Professional Practitioners**

(a) Practitioners of professions as described in O.C.G.A. § 48-13-9(c) (1)—(18) shall elect as their entire occupation tax one of the following:

(1) The occupation tax based on gross receipts combined with profitability ratios as set forth in section 22-34.

(2) A tax of \$300.00 for calendar year 1999, and \$400.00 for calendar year 2000 and thereafter, unless otherwise amended by a future act of City Council, shall be required per practitioner who is licensed to provide the service, such tax to be paid at the practitioner's office or location; however, a practitioner paying according to this subsection shall not be required to provide information to the local government relating to the gross receipts of the business or practitioner. The per-practitioner fee applies to each person in the business who qualifies as a practitioner under the state's regulatory guidelines and framework.

(b) This election is to be made on an annual basis and must be done by January 1st of each year.

## **Zoning**

If a business intends to maintain a physical location within the municipality, there are normally zoning and building code approvals required prior to the issuance of a license. In certain instances, a business may simply be required to register with the municipality to create a mechanism for the reporting and payment of any tax liabilities. Contact the municipality for any zoning, building code and/or tax liability requirements by calling (912) 756-3641. The completion and submission of the form does not guarantee the approval or subsequent issuance of a license certificate to do business. Any prerequisites for a particular type and location of the business must be satisfied prior to licensing.

Issuance of a business license by RDS does not permit business operation unless the business is properly zoned and/or in compliance with all applicable laws/rules and meet all required certifications.

## **Questions?**

All questions regarding the business certificate renewal process should be directed to RDS.

Website: [www.revds.com](http://www.revds.com)  
Phone: 800.556.7274

Email: [bizlicensesupport@revds.com](mailto:bizlicensesupport@revds.com)  
Fax: 844.528.6529