



Small Business Resource Guide

This document provides:

- An alphabetical list of government agencies and a description of their function that small businesses in Powder Springs may encounter or need to contact.
- A Frequently Asked Questions section for Small Businesses beginning business in Powder Springs.
- Flow Charts to assist different types of businesses to navigate through the steps to comply with the legal requirements for starting a business in Powder Springs.
- An alphabetical phone directory of agencies, resources, and utilities for the small business in Powder Springs.

Cobb County Environmental Health Division of the Health Department

The Cobb County Board of Health requires a permit for the operation of the following types of businesses in Cobb County: Food service establishments, Septic tanks and sewage disposal, Personal care homes, Nursing homes, Health spas, Hotels/motels, Public, semi-public or institutional swimming pools. 1738 County Services Parkway, Marietta, Georgia 30008. Phone (770) 435-7815.

Cobb County Fire Marshal

A Commercial Application must be completed and an appointment must be made with the Fire Marshall's office for review of plans for construction or renovation of a commercial location. A certificate of occupancy is required in a commercial location and the Fire Marshall's office is part of the review and approval of the certificate of occupancy. A certificate of occupancy is also required in a new occupant of a commercial location when there is no construction or renovation within the commercial space. The new occupant must contact the Fire Marshall's office to have the a certificate of occupancy issued in the new occupant's name. The Fire Marshall's office is located at 1595 County Services Pkwy., Marietta, GA 30008. Ph. (770) 528-8000. Cobb County Fire Marshal's email: FMOinspections@cobbcounty.org.

Cobb County Tax Assessor

The Tax assessor assesses real and personal property to produce an annual tax digest that conforms to the requirements of Georgia Law and Rules and Regulations of the Georgia Department of Revenue. The Board of Tax Assessors, an independent body appointed by the Board of Commissioners, is responsible for placing a fair and equalized value on all taxable property. The Board of Commissioners sets the millage rate. The billing and collection of taxes is the responsibility of the Tax Commissioner. Jan. 1 of each year is the assessment date in Georgia. Accordingly, all property must be valued for ad valorem taxes based on its condition and use as of Jan. 1. The Board of Tax Assessors is responsible for handling the following applications: Property Tax Exemption; Inventory Freeport Exemption; Conservation Use. Mailing Address: PO Box 649, Marietta, GA 30061-0649. Street Address: 736 Whitlock Ave, Suite 200, Marietta, GA 30064. Tel: (770) 528-3100. Fax: (770) 528-3118.

Cobb County Water System

All food preparation establishments or any company that exceeds the wastewater limit for grease and oil are required to have a grease recovery system. In addition, these ordinances require quarterly pumping of all exterior grease traps. The Engineering Division of the Cobb County Water System approves grease devices for all new or renovated restaurants or change of owners/operators. Plans must be submitted for approval. There is a fee for each new seat. To find out if your business will need a grease device as well as what size will be required, contact CCWS Engineering at (770) 419-6317 or 6336. In addition to submitting plans to CCWS Engineering it is required that grease device inspections be done to ensure that the systems are functioning properly and are up to design specifications. If a new exterior grease device is being installed, an inspection should be scheduled before backfilling occurs. To set up an inspection please contact Environmental Compliance Grease Management Program at (770) 419-6430 or email fog@cobbcounty.org Please allow 24 to 48 hours for inspection scheduling. Environmental Compliance registers all food establishments that have or are required to install a grease device. The application to register a grease device can be found in a PDF form under <http://cobbcounty.org/images/documents/water/fogpermitapplication.pdf>. Permitted food establishments are monitored through a system of manifest reporting, as well as routine inspection visits by Environmental Compliance Personnel.

Federal Taxes

To obtain basic federal tax information for people who are starting a business, as well as information to assist in making basic business decisions please go to the following web link: <https://www.irs.gov/businesses/small-businesses-self-employed/starting-a-business>

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may apply online. This is a free service offered by the Internal Revenue Service and you can get your EIN immediately. To apply online go to <https://www.irs.gov/businesses/small-businesses-self-employed/how-to-apply-for-an-ein>

To obtain basic federal tax information for people who are self-employed please go to the following link: <https://www.irs.gov/individuals/self-employed>.

To find information regarding Federal taxes for Industries and professions: <https://www.irs.gov/businesses/small-businesses-self-employed/industries-professions>

Georgia Secretary of State Corporations Division

File with the Corporations Division to form Corporations, limited liability companies, and limited partnerships in Georgia. Some foreign (out-of-state) entities which do business in Georgia also must file with the Corporations Division. Although the information provided by the Corporations Division aids in the process of forming a business entity, the question of whether a particular entity should be formed can be complex, so the Corporations Division recommends consultation with an attorney and an accountant. The Corporations Division is located at 2 MLK Jr. Drive, Suite 313, Floyd West Tower, Atlanta, GA 30334-1530. Phone (404) 656-2817 or Toll Free (844) 753-7825 Website: <http://sos.ga.gov/index.php/corporations>.

Georgia Secretary of State Professional Licensing Boards Division

This Division of the Secretary of State's office processes applications for licensure, license renewals and complaints for 39 different State licenses through State licensing boards. This includes but is not limited to State licenses for Architects, Auctioneers, Barbers, Chiropractors, Conditioned Air Contractors, Cosmetologists, Electrical Contractors, Engineers, Land Surveyors, Low Voltage Contractors, Massage Therapy, Nursing, Optometry, Physical Therapists, Plumbers, Residential and General Contractors, Used Motor Vehicle Dealers, Used Motor Vehicle Parts, Utility Contractors and Veterinary Medicine. These State Licenses are required in addition to a Powder Springs Business Registration Certificate. This Division may be contacted at 237 Coliseum Drive, Macon, Georgia 31217-3858. Local phone number (478) 207-2440 or Toll Free (844) 753-7825.

Georgia Department of Agriculture Licenses and Certificates

The mission of the Georgia Department of Agriculture is to protect consumers, promote agriculture both locally and globally and assist our customers using education, technology and a professional workforce. In addition to any City of Powder Springs requirements a license or certificate from the Department of Agriculture may be required for many different activities including but not limited to, Animal Shelter, Bird Sales, Food sales including manufacture, retail and wholesale, Kennels, Mobile vehicle retail sales of Meat, Poultry or Seafood, Pesticide contractor and application, Pet dealers, Stables, Rescue groups, etc. For assistance, call the Customer Service Center at 855-4-AG-LICENSE (855-424-5423) or contact by email at gdalicensing@agr.georgia.gov. Additional information is at the Georgia Department of Agriculture website: <http://www.agr.georgia.gov/home.aspx>.

Powder Springs Commercial Businesses

When you apply for a business registration certificate with the City, a request for zoning and building regulation approval will be completed. You will begin the tenant occupying process by completing a Commercial Permit Application found on the Fire Marshal's Office web site and scheduling an appointment with the Fire Marshal. When the application and any plan review has been released, you will then contact the Zoning Administrator in Community Development to obtain the City tenant occupancy permit. The Zoning Administrator can be reached at 770-943-8001, ext. 361.

Powder Springs Permitting and Inspections

Staff reviews, approves and issues all construction permits required by the City's Codes, as well as inspects construction activities to protect the public health, safety and welfare. Inspections are done to ensure compliance with the State Mandated Construction Code as well as City codes and ordinances. The division also inspects existing tenant spaces prior to occupancy by new businesses. Inspections of all existing tenant spaces are required prior to being occupied by new businesses. The Permitting and Inspections Division can be contacted at 770-943-8001, ext. 307

Powder Springs Residential Businesses

To protect and preserve the character of residential neighborhoods, the City of Powder Springs has established regulations governing the operation of home-based businesses. Businesses located on property zoned residential are limited in the activity which may be conducted. Generally, persons operating a business from a residence cannot have employees, clients, or any inventory located at the residence. No exterior evidence of the business (such as signs) is allowed. Additional zoning restrictions prohibit mechanical equipment and no more than one vehicle may be present at the business. If you have any questions regarding operating a business from a residence please call the Zoning Division at 770-943-8001, ext. 361.

Powder Springs Water, Sewer, Sanitation and Street Lights

Please visit the Powder Springs Utility Billing Department to complete an application to establish an account. Items needed to be submitted with your application are: Lease or Settlement Statement, Drivers' License or State ID, Social Security Number. Deposits are required on all utility accounts and will vary based on the services currently provided to the service address. The deposit must be paid at the time of application to establish service. Payment methods accepted for deposits are: Cash, Money Order, Visa, MasterCard, and Discover. You may print the Utility application from the following link: <http://ga-powdersprings3.civicplus.com/DocumentCenter/View/3461>.

Tenant's Deposits

Water Only = \$75.00

Water and Sewer = \$150.00

Water, Sewer, and Sanitation = \$225.00

Commercial Deposits

Water Only = \$100.00

Water and Sewer = \$200.00

Water, Sewer, and Sanitation = \$300.00

A 2nd trash container is available for an additional \$60 deposit. The Utility Billing Department is located in City Hall, 4484 Marietta Street, Powder Springs, GA 30127. Phone: 770-943-8000, Fax: 770-943-8003. Business hours are Monday – Friday 8 a.m. - 5 p.m.

Small Business Administration

The SBA helps Americans start, build and grow businesses. The SBA is an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The closest resource office to Powder Springs is located at the Georgia Small Business Development Center Kennesaw State University, 3333 Busbee Drive, KSU Center - Suite 500, Kennesaw, GA 30144. Please visit <https://www.sba.gov> for valuable information on starting and managing a business as well as information regarding available loans and grants for starting businesses.

State of Georgia Taxes

Any entity that conducts business within Georgia may be required to register for one or more tax specific identification numbers, permits, and/or licenses. Online registration is available through Georgia Tax Center (GTC), a secure electronic customer self-service portal. After your online submission, you should receive your specific tax account number within 15 minutes by email. <https://gtc.dor.ga.gov/>

Requirements for a Georgia Sales and Use Tax Certificate of Registration:

- Any business entity that sells tangible personal property
- Offers for sale or regularly solicits sales of tangible personal property
- Offers taxable services
- Contracts to provide services in the State of Georgia

Sales and Use Tax registration does not require renewal and remains in effect as long as the business entity exists with no change in ownership or structure. If you have any questions, please call the Georgia Department of Revenue Taxpayer Services Division at 877-423-6711.

Georgia Withholding Tax

Any business that has employees as defined in O.C.G.A. § 48-7-100(4) must register for a withholding payroll number. This registration does not require renewal and remains in effect as long as the business has employees whose wages are subject to Georgia income tax withholding. To register online please go to the website <https://gtc.dor.ga.gov/> or call the Georgia Department of Revenue Taxpayer Services Division at 877-423-6711.

Trade Name Registration

A trade name is any name used in the course of business that doesn't include the full legal name of all the owners of the business. In the case of a Limited Partnership, Corporation, or LLC, it's any name that differs in any respect from the name registered with the Secretary of State. All companies, businesses, partnerships, associations and individuals in Georgia using a trade name must register the name. This is because it is the law and in addition it helps you open a bank account. Please check with your bank prior to filing. Most banks will require your trade name match the name on your account in order to open an account. **How to File** Make sure that the trade name to be registered is not currently being used in the county where your business is located. Additionally, in Georgia, state forms for Business Registration have fields in which applicable trade name information should be entered. In some cities and counties, you'll first need to secure a state tax identification number, a trade name registration and zoning approval for your business location. Additionally, your business may also need to apply for corporate registrations, professional licenses, or other special operating permits prior to application. It is in your best interest to consult with an attorney prior to filing to ensure your rights are protected. You will register your trade name with the Cobb County Superior Court

Clerk's Real Estate Division. Cobb County Superior Court Real Estate Division is located 10 E. Park Square, Bldg. C, Marietta, GA 30090-9640. Phone: 770-528-1469.

<https://www.cobbsuperiorcourtclerk.com/real-estate-information/ucc-trade-names/>

Starting a Business

Frequently Asked Questions

1. Do I need to register my Trade Name?

If a business uses or plans to use any name other than the owner's personal name, the Trade Name Registration Act requires that the owner register that name with the Superior Court Clerk's office. Contact the Superior Court Clerk's Office at (770) 528-1328.

2. Do I need a State Sales Tax Number?

Businesses are required to collect sales taxes on the retail sale of merchandise, the rental of certain items, and for certain services. Contact the Georgia Department of Revenue at (404) 656-4060 or (770) 732-5812 to obtain a sales tax number.

3. Do I need a Federal Tax ID Number?

Businesses are required to obtain a federal employers tax identification number to report income and to submit federal payroll taxes. Federal income tax information and assistance may be obtained by calling (800) 829-1040 or to request forms at (800) 829-3676.

4. How do I Incorporate my business?

To form a corporation in the State of Georgia, contact the Secretary of State's Office at (404) 656-2817 or www.sos.state.ga.us. It is not necessary to be incorporated to begin business in the City of Powder Springs. If you are incorporated please submit a copy of your certificate of incorporation with the business registration certificate application.

5. What businesses need to contact the City of Powder Springs Zoning Division?

Contact the City Zoning Division at (770) 943-8001 Extension 361 with questions pertaining to the limitations on activities in residences and all other zoning areas.

6. What if I'm conducting construction-related activities in the City of Powder Springs?

If you are conducting construction-related activities in the City of Powder Springs, a building permit may be required. Contact the City's Permitting and Inspections Division at (770) 943-8001 Extension 307.

7. What State Taxes am I responsible to collect and pay?

Information pertaining to state taxes may be obtained by calling the Georgia Department of Revenue to ask questions regarding Sales and Use Tax, Withholding Tax, and other business related taxes collected by the State of Georgia) Ph. 877-GADOR11 (877-423-6711) or visit the website <https://gtc.dor.ga.gov/>

8. Who is required to pay Real Property Taxes and Personal Property Taxes?

All real and personal property taxes owed to Cobb County and the City must be paid prior to the issuance or renewal of a business license. Questions regarding real property taxes or personal property taxes should be directed to the Tax Commissioner's Office at (770) 528-8619.

9. Who is required to have a State License Certification?

Certain professionals and specified construction-related businesses such as plumbers, electricians, heating and air conditioning contractors, building contractors, or mechanical contractors, etc., are required to be certified by the State. Information pertaining to these requirements may be obtained by calling (912) 207-1300.

10. Do I need to contact the Health Department?

All businesses providing food services must contact the Environmental Health Division of the Cobb County Health Department at (770) 435-7815 regarding a health certificate. The Environmental Health Division is located at 1738 County Services Parkway, Marietta, Georgia 30008.

11. Why does the City of Powder Springs require me to sign a bunch of affidavits regarding citizenship?

Pursuant to The Georgia Immigration Reform Act that was passed by the State Legislature and signed by the Governor, effective January 1, 2012, all applicants applying for or renewing a Powder Springs Occupation Tax Certificate or Powder Springs Business License must provide in person or electronically to the City of Powder Springs Business License Division one secure and verifiable document, (a driver license or passport) as required by O.C.G.A .50-36-1(e)(1) and sign and notarize the HB87 citizenship affidavit required by O.C.G.A. 50-36-1(e)(2) and the private employer affidavit - 10 or fewer employees or private employer affidavit - 11 or more employees required by O.C.G.A.36-60-6(d).

12. Who needs to sign the renewal form, affidavit, and provide one secure and verifiable document (a driver license or passport)?

An employee of the company must sign the renewal form, the HB citizenship affidavit, the Private Employer affidavit, and provide one secure and verifiable document (a driver license or passport). An outside/contractor bookkeeper or accountant cannot sign the renewal application or affidavit. The employee who signs the application must be the same person who signs the affidavits and provides one secure and verifiable document (a driver license or passport). If you have questions, please call the City of Powder Springs Business Registration Division at (770) 943-8001 Extension 355.

13. Can your office notarize my affidavits, if I come there?

Yes, our office has notaries on site. Please bring one secure and verifiable document (a driver license or passport).

14. What is an e-verify number and where do I get one?

For more information on e-verify and obtaining a Federal Work Authorization User Identification Number please visit <http://www.uscis.gov>. This is not your Federal ID Number.

Phone Directory for Powder Springs Businesses

Cobb County Chamber of Commerce: To join more than 2,500 local businesses and organizations and become a member and take advantage of networking, educational programs, issue advocacy and community building activities. 240 Interstate North Parkway, Atlanta, GA 30339. Mailing Address: P. O. Box 671868, Marietta, GA 30006-0032. Phone: 770-980-2000. Fax - 770-980-9510. Email: info@cobbchamber.org.

Cobb EMC: Electric Membership Cooperative that provides electricity in the city to your business. 1000 EMC Pkwy NE, Marietta, GA 30060. Phone: (770) 429-2100.

Cobb County Fire Marshall: To schedule an appointment in order to submit plans to obtain a certificate of occupancy in a commercial location. 1595 County Services Pkwy. Marietta, GA 30008. Phone: (770) 528-8000 Cobb County Fire Marshal's email: FMOinspections@cobbcounty.org.

Cobb County Water System: The City of Powder Springs wastewater (also known as sewage) collection and treatment is a service provided through the Cobb County Water System. The Engineering Division of the Cobb County Water System approves grease traps for all new restaurants. To find out if your business will need grease trap, as well as what size trap you will be required to install, please contact CCWS Engineering at 770-419-6317. Cobb Water System Customer Service Center, 660 South Cobb Drive, Marietta, GA 30060. Phone: (770) 419-6200 or (770) 419-6224 fax.

Cobb County Superior Court Clerk: To register the trade name of the business. Real Estate Division, 10 E. Park Square, Bldg. C, Marietta, GA 30090-9640. Phone: 770-528-1469,

Environmental Health Division of the Health Department: To obtain a health certificate to provide food services. 1738 County Services Parkway, Marietta, Georgia 30008. Phone: (770) 435-7815.

Georgia Department of Agriculture: To obtain a licenses or certificate issued by the Department of Agriculture. 855-4-AG-LICENSE (855-424-5423) or contact by email at gdalicensing@agr.georgia.gov. Additional information is at the Georgia Department of Agriculture website: <http://www.agr.georgia.gov/home.aspx>.

Georgia Department of Revenue Taxpayer Services Division: To ask questions regarding Sales and Use Tax, Withholding Tax, and other business related taxes collected by the State of Georgia. Phone 877-GADOR11 (877-423-6711) or visit the website <https://qtc.dor.ga.gov/>

Georgia Secretary of State Corporations Division: To form Corporations, limited liability companies, and limited partnerships in Georgia) 2 MLK Jr. Drive, Suite 313, Floyd West Tower, Atlanta, GA 30334-1530. Phone (404) 656-2817 or Toll Free (844) 753-7825 Website: <http://sos.ga.gov/index.php/corporations>.

Georgia State Professional Boards: To obtain a State License 237 Coliseum Drive, Macon, Georgia 31217-3858. <http://sos.ga.gov/index.php/licensing>. Phone (478) 207-2440 or Toll Free (844) 753-7825.

Georgia USA Small Business Resource Directory: To research Georgia Department of Economic Development website of small business resources, FAQs, Loans, etc.: <http://www.georgia.org/small-business/start/>

Powder Springs Alcohol Licensing: To apply for and obtain an alcohol license in the City of Powder Springs. This may be done in the Business Registration Division located at 4888 Pineview Drive, Powder Springs, Georgia 30127. Phone: (770)943-8001, Ext. 355.

Powder Springs Business Registration Division: to register the business with the City of Powder Springs and pay an annual occupation tax (this registration and occupational tax is commonly referred to as your business license. This Division is located at 4888 Pineview Drive, Powder Springs, Georgia 30127. Phone: 770-943-8001, ext. 355.

Powder Springs Community Development: The Community Development Department is responsible for Alcohol Licensing, Business Registration, Flood Protection, Geographic Information Systems, Land Development, Permitting and Inspections, Planning and Zoning. The Director is Tina Garver. Phone: (770)943-8001 Ext. 361.

Powder Springs Economic Development: For assistance in a business site and incentives to locate in the City of Powder Springs. Phone: 770-943-8001 ext. 345. Email: saylworth@cityofpowdersprings.org.

Powder Springs Municipal Court For payment of citations in the City of Powder Springs 4483 Pine View Drive, Powder Springs, GA 30127. Phone: 770-943-8020, Fax: 770-943-4276. Website: <http://cityofpowdersprings.org/69/Municipal-Court>

Powder Springs Permitting and Inspections Division: To submit to plan review, obtain permits and obtain a building inspection. This Division is within the Community Development Department, 4488 Pineview Drive, Powder Springs, GA 30127. Phone: 770-943-8001, ext. 307.

Powder Springs Police Department: To obtain a permit for an employee to sell/serve alcohol in the City 1114 Richard D. Sailors Pkwy., P.O. Box 46 Powder Springs, GA 30127. Administrative non-emergency phone: 770-943-1616 Fax: 770-943-8027.

Powder Springs Utility Billing: To pay for water, sewer, street light, and garbage service in the City. This office is located in City Hall 4484 Marietta Street, Powder Springs, GA 30127. Phone: 770-943-8000 ext. 304 or to report water leaks or service issues during regular business hours call 770-943-8010 or after Hours call 770-943-8000.

Powder Springs Water, Sewer, Sanitation and Street Lights: To establish a utility account with the City of Powder Spring The Utility Billing Department is located in City Hall, 4484 Marietta Street, Powder Springs, GA 30127. Phone: 770-943-8000, Fax: 770-943-8003.

Powder Springs Zoning Division: To determine the use of a property 4488 Pineview Drive, Powder Springs, GA 30127. Phone 770-943-8001, ext. 361 or Fax: 770-222-6935.

Powder Springs

4488 Pineview Dr.

Powder Springs, Ga. 30127

Business Registration/Occupation Tax Certificate

Frequently Asked Questions

1. Do I need to register my Trade Name?

If a business uses or plans to use any name other than the owner's personal name, the Trade Name Registration Act requires that the owner register that name with the Superior Court Clerk's office. Contact the Superior Court Clerk's Office at (770) 528-1328.

2. Who do I need to contact regarding clearing land regarding my business?

Typical land disturbing activities (residential subdivisions, commercial or institutional development), require approval. Questions regarding land disturbing can contact the City Permitting and Inspections at (770) 943-8001 Extension 307.

3. Do I need a State Sales Tax Number?

Businesses are required to collect sales taxes on the retail sale of merchandise, the rental of certain items, and for certain services. Contact the Georgia Department of Revenue at (404) 656- 4060 or (770) 732-5812 to obtain a sales tax number.

4. Do I need a Federal Tax ID Number?

Businesses are required to obtain a federal employers tax identification number to report income and to submit federal payroll taxes. Federal income tax information and assistance may be obtained by calling (800) 829-1040 or to request forms at (800) 829-3676.

5. Do we accept payments over the phone or over the internet?

At this time we cannot accept payments over the phone or via internet.

6. How do I Incorporate my business?

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To form a corporation in the State of Georgia, contact the Secretary of State's Office at (404) 656-2817 or www.sos.state.ga.us. It is not necessary to be incorporated to begin business in the City of Powder Springs. If you are incorporated please submit a copy of your certificate of incorporation with the business registration certificate application.

7. How much does an occupation tax certificate in Powder Springs cost?

Generally, the business registration certificate fee is based on the following: type of activity in which the business is engaged and projected total gross receipts to be generated by the business for the calendar year.

8. My check was mailed but still has not cleared my bank, did you receive it yet?

The Business Registration Division cannot promise a date that a certificate will be issued. Expect eight to ten weeks to receive your certificate.

9. I do not have my business registration renewal form. What do I do?

If you did not have your renewal form, contact the City of Powder Springs Business Registration Division at (770)943-8001 Extension 355 with your occupation tax certificate/business license number and your business name requesting a copy of your renewal form to be e-mailed to you.

10. What are the interest and penalty fees if I'm operating without an Occupation Tax Certificate?

Operating without an Occupation Tax Certificate in unincorporated the City of Powder Springs - or failing to pay occupation tax - will result in interest of 1.5 percent per month for up to three years and penalty of 10% per year. Interest and penalty are mandated by the City Code of Ordinances.

11. What businesses need to contact the City of Powder Springs Zoning Division?

Contact the City Zoning Division at (770) 943-8001 Extension 361 with questions pertaining to the limitations on activities in residences and all other zoning areas.

12. What if I'm conducting construction-related activities in the City of Powder Springs?

If you are conducting construction-related activities in the City of Powder Springs, a building permit may be required. Contact the City's Permitting and Inspections Division at (770) 943-8001 Extension 307.

13. What is the number to Georgia Department of Revenue?

Information pertaining to preparation of tax returns for state income taxes may be obtained by calling the Georgia Department of Revenue at (404) 656-4293.

14. When does my certificate expire?

All certificates expire on December 31st of each year.

15. Who is required to pay Real Property Taxes and Personal Property Taxes?

All real and personal property taxes owed to Cobb County and the City must be paid prior to the issuance or renewal of a business license. Questions regarding real property taxes or personal property taxes should be directed to the Tax Commissioner's Office at (770) 528-8619.

16. Who is required to have a State License Certification?

Certain professionals and specified construction-related businesses such as plumbers, electricians, heating and air conditioning contractors, building contractors, or mechanical contractors, etc., are required to be certified by the State. Information pertaining to these requirements may be obtained by calling (912) 207-1300.

17. Why does the City of Powder Springs require me to sign a bunch of affidavits regarding citizenship?

Pursuant to The Georgia Immigration Reform Act that was passed by the State Legislature and signed by the Governor, effective January 1, 2012, all applicants applying for or renewing a Powder Springs Occupation Tax Certificate or Powder Springs Business License must provide in person or electronically to the City of Powder Springs Business License Division one secure and verifiable document, (a driver license or passport) as required by O.C.G.A. 50-36-1(e)(1) and sign and notarize the HB87 citizenship affidavit required by O.C.G.A. 50-36-1(e)(2) and the private employer affidavit - 10 or fewer employees or private employer affidavit - 11 or more employees required by O.C.G.A.36-60-6(d).

18. Who needs to sign the renewal form, affidavit, and provide one secure and verifiable document (a driver license or passport)?

An employee of the company must sign the renewal form, the HB citizenship affidavit, the Private Employer affidavit, and provide one secure and verifiable document (a driver license or passport). An outside/contractor bookkeeper or accountant cannot sign the renewal application or affidavit. The employee who signs the application must be the same person who signs the affidavits and provides one secure and verifiable document (a driver license or passport). If you have questions, please call the City of Powder Springs Business Registration Division at (770) 943-8001 Extension 355.

19. Can your office notarize my affidavits, if I come there?

Yes, our office has notaries on site. Please bring one secure and verifiable document (a driver license or passport).

20. Can I mail a copy of my driver's license?

Yes as of July 1, 2013 you may mail your driver's license/secure and verifiable document. Be sure to include your occupation tax certificate/business license number, and the name of your business.

21. I did not receive my Business License Certificate. Can you send me another one?

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You will need to come in person because of the new GA immigration Reform Act. It requires is to verify payment has been posted, verify mailing address, and you have to provide all documents required by law. We do not keep copies of certificates/licenses.

22. I supplied my Citizenship Affidavit, private employer affidavit and provided my one secure and verifiable document, (a driver license or passport) last year. Do I have to supply it again?

Yes, State law requires these documents prior to issuance of any and every occupation tax certificate/business license.

23. What is an e-verify number and where do I get one?

For more information on e-verify and obtaining a Federal Work Authorization User Identification Number please visit <http://www.uscis.gov> *This is not your Federal ID Number*

Powder Springs
Alcohol Licensing
(770) 943-8001 Ext. 355

Frequently Asked Questions

1. How do I obtain a new alcoholic beverage license from the City of Powder Springs?

You must apply for an Alcoholic Beverage License by obtaining an application from the City's Business License Division. Include with the application a processing fee of \$500, the citizenship (SAVE) affidavit, the Private Employer affidavit, and one secure and verifiable document, a survey plat of the site completed by a certified surveyor, and proof of training in responsible alcohol sales and service. Incomplete applications will not be accepted.

2. If I am purchasing an existing establishment with an alcoholic beverage license in the City of Powder Springs am I required to do anything with the City?

Alcoholic Beverage Licenses are not transferable. If the business changes ownership, the purchaser must submit a change of ownership application, including all affidavits to the City's Business License Division.

A completed application must be submitted prior to assuming ownership of the business. The purchaser must submit an executed bill of sale. The application fee of \$500.00 must be paid when submitting an application and if the change of ownership is approved payment of the Alcoholic Beverage Business License fee by the new owner is required. Additionally this change must also be filed with the State Department of Revenue.

3. If the person whom a license is granted and who is responsible for the sale of alcoholic beverages changes or is no longer with the business is anything required?

If there is a change of licensee, the business shall submit a change of licensee application, including all affidavits to the City. A change of licensee application must be filed whenever the named licensee is no longer in a managing capacity over the licensed location for which they are the named licensee. This change must all be filed with the State Department of Revenue.

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4. What is required of an establishment with a valid alcoholic beverage license wants to change addresses or locations within the City?

Licenses are void if persons who are engaged in selling or serving alcoholic beverages change business locations, unless a new application, with blue line surveys, lease etc. pertaining to the new location are submitted to the City prior to the move and approval is obtained from the City. This change of location must also be filed with State Department of Revenue.

5. What are the annual fee amounts for an Alcoholic beverage license in the City of Powder Springs?

Liquor Pouring	\$3,500.00	Wine Pouring	\$400.00
Liquor Package	\$1,000.00	Wine Package	\$400.00
Beer Pouring	\$400.00	Sunday Sales Pouring	\$500.00
Beer Package	\$400.00	Sunday Sales Package	\$500.00

6. What is the citizenship (SAVE) affidavit, the Private Employer affidavit, and one secure and verifiable document?

Pursuant to The Georgia Immigration Reform Act that was passed by the State Legislature and signed by the Governor, effective January 1, 2012, all applicants applying for or renewing a Powder Springs Occupation Tax Certificate or Powder Springs Business License must provide in person or electronically to the City of Powder Springs Business License Division one secure and verifiable document, (a driver license or passport) as required by O.C.G.A. 50-36-1(e)(1) and sign and notarize the HB87 citizenship affidavit required by O.C.G.A. 50-36-1(e)(2) and the private employer affidavit - 10 or fewer employees or private employer affidavit - 11 or more employees required by O.C.G.A.36-60-6(d).

7. Where do I obtain these affidavits?

You can obtain these affidavits from the City of Powder Springs Business License Division.

8. What are the allowed hours of operation of an alcoholic beverage establishment in the City of Powder Springs?

Liquor package – 8:00 a.m. – 11:45 p.m. Monday through Saturday

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Beer and wine package – 8:00 a.m. to 1:00 a.m. Monday through Friday and Saturday
8:00 a.m. to 11:45 p.m.

Liquor, beer and wine pouring – Monday through Saturday, 8:00 a.m. to 1:00 a.m. of the next day, These hours may be extended by special sales permit and Sunday sales permit as provided in the City code. Additionally, the hours of operation for a pouring license holder may be extended for New Year's Eve to 2:55 a.m. New Year's Day. The hours of operation for pouring may be extended for New Year's Eve when the holiday falls on Sunday to allow licensees who also hold a Sunday sales permit to sell and serve alcoholic beverages until 2:55 a.m. on Monday.

Wholesalers – sunup to 9:00 p.m. Monday through Saturday.

Christmas Day - beginning at 12:01 a.m. on Christmas Day the sale of alcohol in the City of Powder Springs is not allowed on Christmas Day regardless of the license held, including Sunday sales permit.

Thanksgiving Day - Licensees of Liquor package establishments shall not sell on Thanksgiving Day.

Election days - the sale of alcoholic beverages in the city shall be permitted on election days, provided the sale does not occur within 250 feet of a polling place as prohibited by State law.

9. What other licenses are required to sale alcoholic beverages?

An application for a State alcohol license must also be filed with the Georgia Department of Revenue Alcohol Unit to obtain a State Alcoholic Beverage License. Call (770) 732-5812 for more information.

10. Is there a Federal alcoholic beverage license also?

All businesses with an Alcoholic Beverage License, pouring and package, are required to pay an annual Federal Special Tax to the Bureau of Alcohol, Tobacco and Firearms. Please call (800) 937-8864 or (513) 684-2979 between 8:30 a.m. and 4:30 p.m. Eastern time for more information and forms.

11. Can I sale alcoholic beverages on Sunday?

Pouring - those persons licensed to pour alcoholic beverages may sell and serve on Sundays from 12:30 p.m. until 10:00 p.m., provided the licensee applies for and receives a Sunday sales permit from the city.

Package - In addition to the hours of operation noted above, licensees of liquor, beer and wine package establishments may sell on Sundays from 12:30 p.m. until 10:00 p.m., provided the licensee applies for and receives a Sunday sales permit for such sales from the city.

12. Is there a time limit for customers to leave a licensed pouring establishment after the legal hours of operation?

In all locations licensed to serve alcoholic beverages by the drink, both public and private, within thirty (30) minutes of the conclusion of the hours of operation, no customers are allowed on the premises.

13. Are there any requirements of employees of a licensed alcoholic beverage establishment?

All employees involved in either the dispensing, serving or sale of alcoholic beverages are required to obtain a photo permit (also known as an alcohol work permit) from the city police department. Such a permit shall also be required for all managers and employees serving in a managerial capacity and any employee who provides security shall be required to have a photo permit whether or not they sell alcohol to customers. This includes all employees of liquor package stores, all managers and security personnel of package or pouring establishments, all employees of convenience stores and all employees of businesses with a pouring license, except employees who do not serve or sell alcohol to customers, such as busboys, cooks, dishwashers, hostesses, maintenance and administrative staff.

Within fourteen (14) calendar days of their first day of work in an establishment holding a license to sell alcoholic beverages employees must report to the city police department for the purpose of applying for a photo permit on such forms as shall be required by the police department. No person may remain employed by any establishment holding an alcoholic beverage license unless the employee obtains a photo permit.

14. At what age can an employee sale or serve alcoholic beverages?

No licensee shall employ any person in or about the premises where alcoholic beverages are sold, consumed or offered for sale, to sell or deliver, or to aid or assist in the sale or delivery, directly or indirectly, of such alcoholic beverages, unless such person is eighteen (18) years of age or older. Also, no person under the age of eighteen (18) are allowed to sell, take orders or deliver, or assist in the sale, serving or delivery of alcoholic beverages.

Persons under eighteen (18) years of age who are employed in supermarkets, convenience stores, or drugstores are allowed to sell or handle alcoholic beverages which are sold for consumption off the premises if there is, at all times during which any person under eighteen (18) years of age is working, during hours within which alcoholic beverages are sold, either the licensee or at least one (1) employee twenty-one (21) years of age or older and who is serving in a supervisory capacity, on the premises inside the building within which the alcoholic beverages are sold.

15. Do I need to contact the City's Inspections and Permits Division?

If conducting construction-related activities associated with the Alcoholic Beverage License, a building permit may be required. Contact the City's Inspections and Permits Division at (770) 943-8001 Extension 307. A business registration certificate must also be obtained.

16. Do I need to contact the City's Zoning Division?

Contact the Zoning Division at (770) 943-8001 Extension 361 with questions pertaining to zoning requirements, and limitations on activities.

17. Do I need to contact the Health Department?

All businesses providing food services must contact the Environmental Health Division of the Cobb County Health Department at (770) 435-7815 regarding a health certificate. The Environmental Health Division is located at 3830 South Cobb Drive, Suite 102, Smyrna.

18. Do I need to register my Trade Name Registration?

If a business uses or plans to use any name other than the owner's personal name, the Trade Name Registration Act requires that the owner register that name with the Superior Court Clerk's Office. Contact the Superior Court Clerk's Office at (770) 528-1328.

19. How do I Incorporate a Business?

To form a corporation in the State of Georgia, contact the Secretary of State's Office at (404) 656-2817. It is not necessary to be incorporated to begin business in the City. If you are incorporated please submit a copy of your certificate of incorporation with the business registration certificate application.

20. What are the penalties and interest for a delinquent new business?

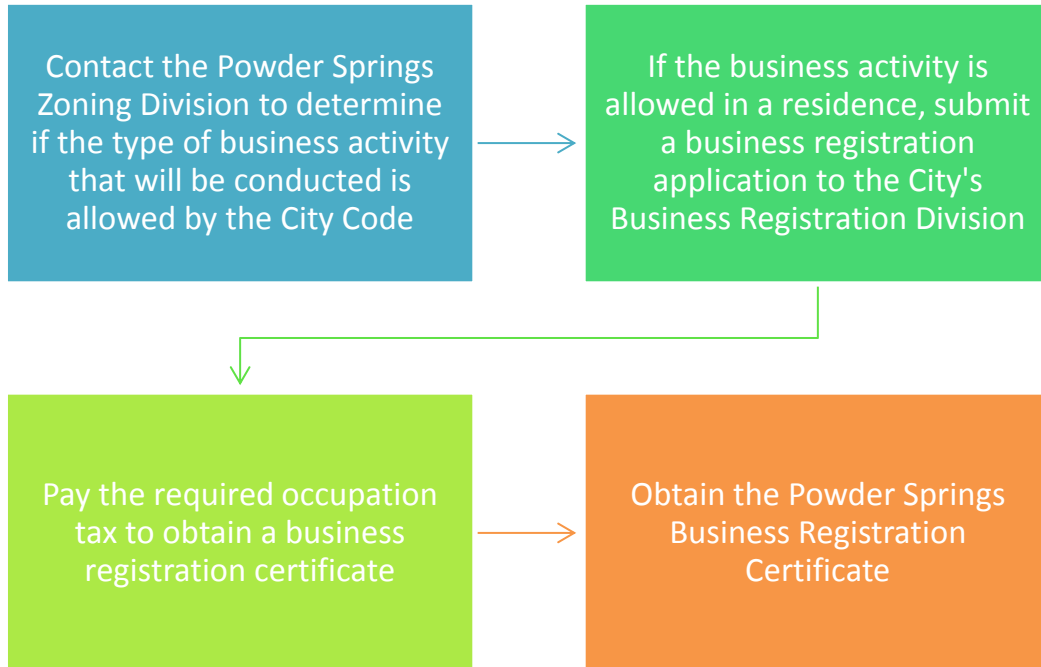
Penalties will be assessed on any person engaged in a new alcoholic beverage business in the City of Powder Springs, who does not obtain a valid Alcoholic Beverage license. Penalties

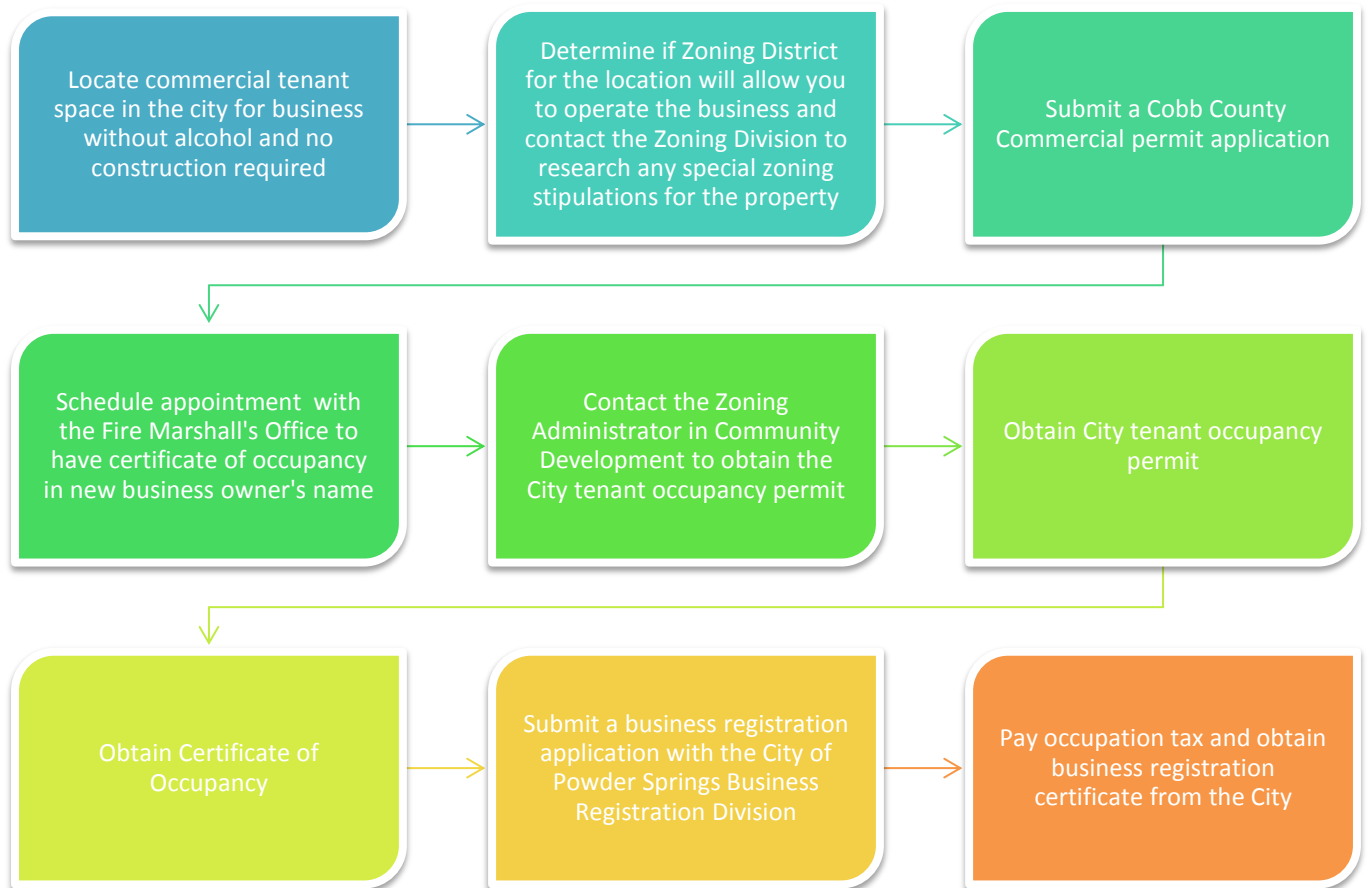
will be assessed at the rate of 10 percent of the license fee for each period of 30 days, or portion thereof, until all fees are paid. Interest will also be assessed at the rate of 1.5 percent per month. The sale or service of alcoholic beverages without an alcoholic beverage license is a violation of state law and Powder Springs City Ordinance.

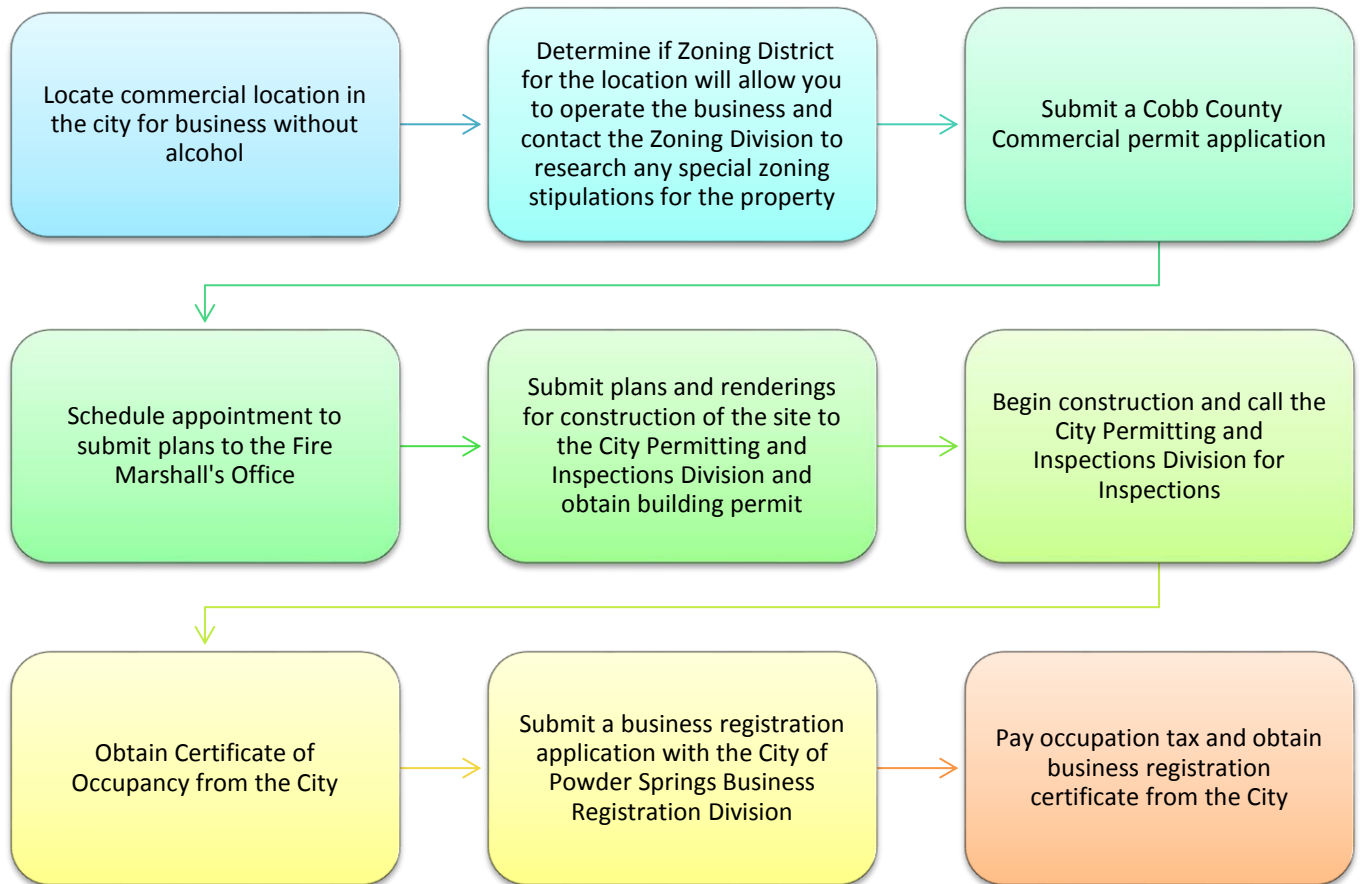
21. What do I need to know about renewing my Alcohol License?

Renewal of an Alcoholic Beverage license should be submitted to the City of Powder Springs prior to January 31. A renewal notice will be sent to the current mailing address on the license. If the mailing address for the business changes without the City's license and permitting clerk not being notified, the business will not receive a renewal notice. However, the Alcoholic Beverage License is due January 1 and must be renewed prior to January 31 each year even though a renewal notice was not received. Penalties will be assessed on all delinquent renewals at the rate of 10 percent of the Alcoholic Beverage License fee for each 30 day period or portion thereof. Interest is assessed at 1.5 percent of the tax per month beginning with the first day delinquent. The Occupational Tax is determined by annual gross receipts. Supporting documentation for annual gross receipts must be submitted with the renewal application. Acceptable reports include, but are not limited to, Georgia Sales Tax Returns, in-house sales reports, profit and loss statements, or an affidavit from an accountant. Also, cash register receipts, customer tickets, daily, weekly or monthly sales summaries and any other documentation pertinent to actual sales must be kept for a minimum of three years for audit purposes. For Sunday Sales Pouring Permits, an affidavit indicating actual food and alcohol sales for the past 12 months must be submitted.

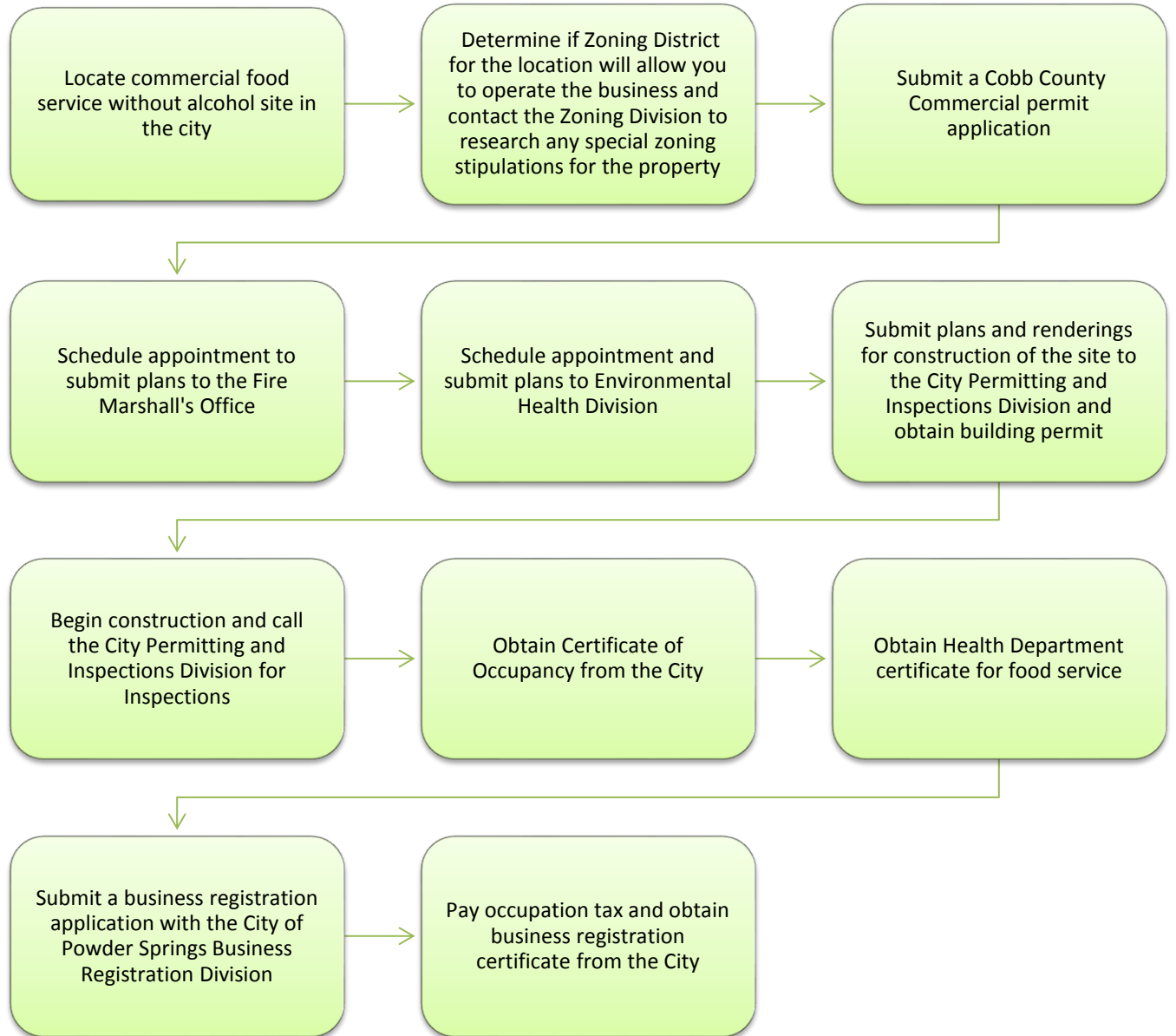
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