



A Guide to Starting a Business in Centerville



Featuring Centerville specific information regarding zoning, building permits, inspections, business licenses, Houston County Galleria businesses, Home Based Businesses, utilities and more!



The City of Centerville is an active, forward-thinking community dedicated to creating opportunities for our residents and nurturing a thriving local economy. Our small town has big pride in our accomplishments, and we are honored to serve the people of Middle Georgia. Our location is truly “in the center” of all the excitement in the region. Our central location, proximity to major highways and interstates, and excellent quality of life make us one of the top communities in Georgia.

As a new business in Centerville, we want you to view our team as a business partner who wants to help ensure your business succeeds. Located just 4 miles from the heavily traveled I-75 (seeing 68,800 vehicles daily), Centerville is an excellent choice for commercial and light industrial opportunities for new and expanding businesses. Our easy to navigate permitting process, simplified alcohol licensing process, and experienced economic development department is here to help you grow an idea into a successful business. We share your passion to see your business succeed as you do.

We are excited for you and your business to join our community and “Live in the Center!”

Your Friend and Neighbor,

A handwritten signature in black ink that reads "John R. Harley".

John R. Harley

Mayor of Centerville

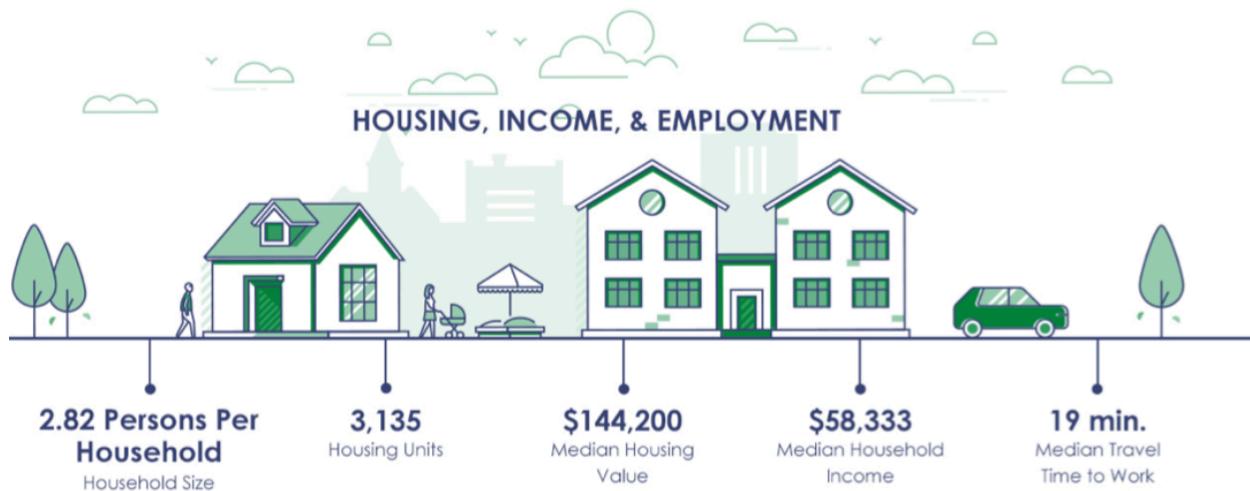
Centerville's Current Business Climate

The City of Centerville is a great location for your new business or expanding business no matter where you are in the process.

- If you are not sure you know what you want to do, but are looking for an opportunity to start a franchise or your own business, please reach out to the Economic Development Department as we keep a list of franchises and businesses that would match our local demographics.
- If you are looking for a potential space for your new business, whether it be commercial building space, light industrial space or land, please reach out to the Economic Development Department as we keep a comprehensive list of available buildings and sites.
- If you are a seasoned business owner looking for your next investment in a franchise or want to understand Centerville's long term planning initiatives, please reach out to the Economic Development Department as we can keep you up to date on goals the City of Centerville has for development.

The City of Centerville is located just 4 miles off I-75 which sees 68,800 cars daily. We also have major thoroughfares like Watson Boulevard seeing 32,400 vehicles a day and Houston Lake boulevard 16,200 vehicles a day. On top of this great vehicle traffic, the Houston County Galleria averages 2.4 million visitors annually as a destination retail center for Middle Georgia. Our Retail Trade Area is home to 232,629 consumers with an average household income of \$65,766. Our current retail leakage gaps indicate general merchandise, sporting goods, and full-service restaurants as lucrative opportunities for our market.

We look forward to working with you to understand your passion and how it can fit into our growing market here in Centerville. Please reach out to our Economic Development Department at (478) 953-4734 or khogan@centerville.mgacoxmail.com if you have any questions.





Simple Steps to Start a Business in Centerville, Georgia

The City of Centerville is perfectly positioned to be the home of your new and/or expanding business. We are home to 8,500 residents, but our retail trade area boasts more than 232,629 consumers, with a robust and diverse workforce. In addition to our central location for business growth, our community boasts outstanding schools, affordable housing, and convenient shopping and dining. We are also home to the Houston County Galleria, one of the largest shopping centers in Middle Georgia.

This guide is a resource for you to utilize when trying to grow your business in the City of Centerville. It provides guidance to the start-up entrepreneur, construction manager, existing business wanting to expand and every stage in between.

Checklist for Initial Business Startup Activities Include:

- Find a mentor or seek professional advice regarding your business idea.
- Create a business plan including marketing goals.
- Select your corporate structure (LLC, LP, Sole Proprietorship, Corporation, etc.).
- Plan your Financing including opening a business bank account.
- Identify your potential location and determine if its zoned properly.
- Formalize your Business by reserving your business name, registering with the Secretary of state, getting a Federal EIN, registering with the Department of Revenue and Department of Labor.
- Insure your business
- Sign lease/purchase property
- Obtain necessary permits for building construction/renovation
- Obtain a sign permit
- Obtain a building inspection and fire life safety inspection for a Certificate of Occupancy
- Obtain city business license (also called Occupational Tax Certificate) and any other necessary permits or licenses.
- During your first couple months of business continue to communicate with the City to quickly address any issues that may arise.

Zoning

Once you have a possible location but **before** signing a lease, letter of intent, or contract on a property, verify that the property is zoned appropriately for your intended business use or what steps may be necessary to allow your business use. If you need to verify the zoning for a potential property you can also submit a Zoning Verification Request which can be found in Appendix A. An updated and interactive zoning map can be found on our website www.centervillega.org/economic-development/.



Zoning Districts and Examples of their Permitted Uses:

R-1 Single-family Residential District – Single family homes, home based businesses, churches

R-2 Single-family Residential District – Same as R-1

R-2A Two-family Residential District – Duplexes and same as R-1 and R-2

R-3 Multifamily Residential District – Multifamily units, same as R-1, R-2, and R-2A, and hotels

C-1 Neighborhood Commercial District – Bank, drug store, and other service businesses

C-2 General Commercial District – Retail and commercial businesses, hotels, etc.

M-1 Wholesale and light industrial district – Building supply, carwash, and trade shops

PUD Planned Unit Development District – Limited retail, townhomes, and same as R-1

A complete list of uses allowed in each zoning district is available on City of Centerville's online Code of Ordinances, Chapter 66: Zoning.

https://library.municode.com/ga/centerville/codes/code_of_ordinances

Rezoning

If a Rezoning Request for an intended use is needed, please submit a Zoning Verification Request and letter detailing your need for a zoning change to the Director of Operations at 300 E Church Street, Centerville, Georgia 31028 or mrbfield@centerville.mgacoxmail.com. The Zoning Verification Request can be found on our website or in Appendix A. There is a \$100 application fee for processing zoning changes.

The Economic Development Department can assist you in determining if your potential location and type of business follows the zoning ordinance. Please contact the Director of Economic Development at (478) 953-4734 or

The typical rezoning request timeframe for a property is approximately 45-60 days.

Building Permits-New Construction and Remodeling

Building permits are required for any project before any work begins on construction. Architectural plans, prepared by a certified architect, are required to obtain a building permit for any new structure, addition, accessory building, substantial improvement or alteration for a commercial use in the City of Centerville. The following information must be shown or provided in detail on a plan drawn to scale with dimensions.

Items that require a building permit include, but are not limited to:

- New construction
- Additions or modifications
- Structural repairs or remodeling
- Water heaters, gas, sewer, water, and electric systems
- Heating appliance
- Central air conditioning units
- Plumbing and gas
- Electrical wiring
- Other “dirt-disturbing” activities

The Building Inspection Department will gladly attend a pre-construction meeting with the business owner/architect, engineer, general contractor, etc. Five sets of plans, at a minimum, must be submitted along with a digital copy. The plans shall also include electrical, plumbing, HVAC, and gas riser diagrams and ADA details. Plans should include a fire and life safety plan laid out on the floor plan drawing to include exit and emergency lighting, egress/exit requirements, travel distances, fire ratings and fire protection systems. For any alteration or construction, a floor plan, wall section, structural details, elevations with exterior materials and colors identified, hardware, window and door schedules are required. Footing and foundation plan must include rebar size and locations and depth and width of footings and slabs. Energy code information (Com-Check) should include installation details for walls, ceilings, and lighting compliance. Electrical, plumbing, HVAC and gas plans must include detailed information of fixture type, location, and sizing. A building permit may be obtained on our website under the Administration page or in Appendix A.

The typical plan review timeframe for renovations and new construction is approximately 2 weeks.

The State of Georgia requires that all contractors be licensed to perform contracted work. Please contact Building Inspection Department at (478) 953-7871 for additional information regarding specific occupancy requirements and building permits.

Stormwater Compliance

If you are constructing a new building or there is significant land disturbance, your business must comply with local stormwater ordinances. The Building Inspector will also receive all stormwater mitigation plans. Two copies of hydrology and soil and erosion plans are needed. If less than 1 acre of land will be disturbed, plans will be reviewed in house. If more than 1 acre of land will be disturbed, the plans will be sent to The Georgia Water Soil Conservation Commission in Athens, Georgia.

The typical plan review timeframe for stormwater compliance is approximately 45 days.

Inspections

After application and/or permitting, but prior to issuance of a certificate of occupancy or a business license (Occupational Tax Certificate), inspection(s) at the business location must be performed by the Building Inspector and Fire Marshal. Both offices work together to verify that commercial locations are safe for occupancy by the business and the public. It is the function of the Building Inspector and Fire Marshal to make sure that permitted projects are constructed in accordance with all building and life safety codes adopted by the State of Georgia and the City of Centerville.

Some of the typical inspections that are required for construction projects:

- In-slab plumbing
- Footing and foundation
- Rough-in framing- plumbing, electrical gas, and mechanical
- Above ceiling / 80%
- Commercial cooking hood, duct inspection
- Fire Sprinkler or suppression system pressure test, underground and aboveground
- Insulation
- Building water and sewer
- Permanent electrical service
- Final acceptance of fire sprinkler system
- Final acceptance of fire alarm system
- Final acceptance of commercial cooking hood system
- Blower Door Test
- Final acceptance 100% and issuance of a Certificate of Occupancy or business license

Focus Areas for Inspections Include:

Building Inspection Department:

- Site layout, footing & slab
- Framing and structure
- Plumbing, electric, gas, HVAC
- Underground Utilities
- Access, ingress, egress & ADA
- Temporary & permanent electric
- Landscape/Hardscape
- Parking Areas

Fire Marshal's Department:

- Occupancy classification and requirements
- Egress/exits to include lighting and signage and size
- Features of fire protection, fire walls, smoke barriers, construction
- Fire protection systems, sprinklers, alarms, extinguishers, etc.
- ADA/accessibility requirements and compliance
- Storage, hazardous/nonhazardous
- Water supplies and fire flows
- Fire protection calculations

After all inspections are successfully completed, a Certificate of Occupancy will be issued. No building shall be occupied without a Certificate of Occupancy. A business license will be issued if the building and business successfully passes its inspection and is compliant with all requirements for the applicable of occupancy classification. Please contact the Building Inspection Department at (478) 953-7871 for additional information regarding inspections and permits.

Occupational Tax Certificates

An occupational tax certificate, also known as a business license, is required to conduct business in the City of Centerville, even if sales tax is not collected. Most businesses will need to complete an application for a commercial business license. The applicant must complete a notarized affidavit and provide copies of appropriate identification. If the business is operating in a residential location, please refer to the Home Based Business requirements. License fees are based on the number of employees or type of business. Payment can be made by cash, check, or debit/credit. Fee schedule may be found on website www.centervillega.org/economic-development/. Applications can be found on our website under the Administration page or in Appendix A.

The typical business license time frame for issuance is approximately 2-3 weeks.

Home Based Business

Home based businesses must be approved by Mayor and Council and follow certain conditions:

- The applicant must be the owner of the property or have written approval of the owner of the property if the applicant is a tenant.
- The business should only be operated by the members of the family residing in the residence and no article or service shall be offered for sale except if it is produced by the members residing on premises.
- The business is restricted to the main building and cannot occupy more than 25% of the floor areas of said building.
- The business cannot generate excessive traffic or produce conditions detrimental to the character of the area.
- The property must have an existing structure ready for occupancy not a proposed structure.
- Any business sign placed on the premises cannot be larger than 2 square feet.

If these conditions cannot be met, a home-based business may still be possible, but it may require City Council approval. Applications can be found on our website under the Administration page or in Appendix A.

The typical home-based business license issuance timeframe is approximately 2-3 weeks.

If you are interested in a potential new market for your Home Based Business's goods or services, please keep in mind that Center Park at Centerville boasts a robust calendar of events, including participation in our Centerville Farmer's Market or Fall Festival. Contact Centerville's Event Coordinator at (478) 953-4734 or ahartley@centerville.mgacoxmail.com.

Houston County Galleria Businesses

The Houston County Galleria has many different spaces currently available for your small or large business. They have store fronts that vary in size and kiosks available for short term or long-term rentals. You can reach out to them by contacting Angie McClelland with JLL at (478) 953-4462 or at angie.mcclelland@am.jll.com.

Signs

A permit is required for most permanent signs in the City of Centerville. A colored rendering and dimensions of the proposed sign must be included with the building permit application. The business owner must identify the sign type: freestanding, pole, monument or ground, post and arm, building wall, awning, projecting, hanging, etc. A site plan must accompany all freestanding signs. Sign standards are based on the property zoning and any applicable overlay districts. Please verify the guidelines with the Building Inspection department before submitting the application to the Building Inspector at 300 E Church St, Centerville, Georgia 31028. Permit fees are based on a percentage of the construction costs for the sign.

For questions, please contact the Building Inspector at (478) 953-7178 or at jburt@centerville.mgacoxmail.com.

Food Service Business

If your business involves the sale of food, you may require Houston County Health Department approval in addition to meeting all City of Centerville requirements. Please contact the Houston County Health Department at (478) 218-2020 for more information. A copy of any Health Department Permits must be submitted to the City of Centerville with your Business License Application.

Alcohol License

If your business involves the sale of alcohol you may have certain restrictions. For example:

- Proper Zoning
- Setbacks from schools, churches, etc. may apply
- State license will be required after you obtain your local license

The alcohol license application requires: proof of zoning compliance, proof of building code compliance, a current photograph of the applicant, fingerprinting of the applicant, financial statements, personal performance bond conditioned upon the applicant and their employees' working compliance with all laws, ordinances, rules and regulations, a consent form, and an affidavit from the Houston Home Journal stating the applicant has run advertisements in the paper. The applicant must run an advertisement in the Houston Home Journal once a week for two consecutive weeks. The applicant also must provide a letter of clearance from the clerk of the federal district court and clerk of the county superior court that the applicant does not have any pending criminal charges or convictions in the past 10 years. The applicant also must provide a letter of clearance from the clerk of the state court of the county showing that the applicant has no criminal charges pending and no convictions in the past two years.

This application can be obtained through the City Clerk's Office at (478) 953-4734 or cityclerk@centerville.mgacoxmail.com.

The typical alcohol license issuance time frame is approximately 30-45 days.

Utilities

The following services are provided by the City of Centerville:

- Fire Protection
- Water
- Stormwater management
- Sewer and garbage collection*

These utilities can be activated by contacting the Utilities Department at (478) 953-3222.

*The City of Centerville has an exclusive contract with Ryland Environmental to provide solid waste services. Businesses should contact the Utilities Department at (478) 953-3222 for delivery of dumpster(s) and billing rates.

The City of Warner Robins provides Natural Gas to some areas within Centerville and can be reached at (478) 293-1000. The City of Warner Robins also services all grease trap collections and can be reached at (478) 293-1000.

Contact Numbers

City of Centerville City Clerk's Office	(478) 953-4734
City of Centerville Utilities Office	(478) 953-3222
City of Centerville Building Inspector	(478) 953-7871
City of Centerville Economic Development Department	(478) 953-4734
City of Centerville Fire Marshal's Office	(478) 953-4050 ex 3
City of Centerville Police Department	(478) 953-4222
City of Warner Robins	(478) 293-1000
Houston County Health Department	(478) 218-2020
Georgia Power	1-(888) 660-5890
Flint EMC	(478) 988-3500 or 1-(800) 342-3616
Cox Communications	(844) 515-0317
Windstream Communications	1-(800) 501-1776
Com South/Hargray Communication	(478) 987-0172

City Hall is located at 300 E Church Street, Centerville, Ga 31028. Visit our website at www.centervillega.org for more information.

Additional Resources to Help in your Business Planning Robins Regional Chamber of Commerce

Networking, marketing opportunities, ribbon cuttings/ground-breaking ceremonies, etc.

1228 Watson Boulevard, Warner Robins, GA 31093

<https://www.robinsregion.com/>

(478) 922-8585

Central Georgia Technical College

Workforce assistance and training programs for employers

<https://www.centralgatech.edu/>

(478) 476-5145

UGA Small Business Development Center

4875 Riverside Drive, Suite 202, Macon, Georgia 31210

(478) 757-3609

Middle Georgia SCORE

Free business mentoring services

305 Coliseum Drive, Macon, Georgia 31217

middlegeorgia@scorevolunteer.org

(478) 621-2000

Secretary of State's Office

Registering your business, checking your contractor's license, etc.

214 State Capitol, Atlanta, Georgia 30334

<https://sos.ga.gov/>

(844) 753-7825

Houston Home Journal

The legal organ of Houston County for any ads needing to run in the paper

1210 Washington Street, Perry, GA 31069

<http://hhjonline.com/>

(478) 987-1823

Business Guide Timeline

New Construction

The typical plan review timeframe for renovations and new construction is approximately 2 weeks.

Business License

The typical business license time frame for issuance is approximately 2-3 weeks.

Rezoning

The typical rezoning request timeframe for a property is approximately 45-60 days.

Stormwater Compliance

The typical plan review timeframe for stormwater compliance is approximately 45 days.

Alcohol License

The typical alcohol license issuance time frame is approximately 30-45 days.



Appendix A



ZONING VERIFICATION REQUEST

City of Centerville
300 E Church Street
Centerville, GA 31028

Thank you for your interest in developing in the City of Centerville. We stand ready to assist you with your needs. If you need to verify that the intended use of your property conforms to local zoning, please fill out this form which will also be used as the start of a rezoning request, if needed. If you have any questions regarding this form please reach out to khogan@centerville.mgacoxmail.com.

Parcel ID: _____

Physical Address: _____

Owner: _____

Owner Phone Number: _____

Owner Email: _____

Brief Description of Development Plans: _____

Current Zoning: _____

Requested Zoning: _____

All Zoning Verification Forms should be submitted to the Economic Development Department at khogan@centerville.mgacoxmail.com
City Hall Phone Number: (478) 953-4734





CENTERVILLE CONSTRUCTION PERMIT APPLICATION

City of Centerville
 300 E Church Street
 Centerville, GA 31028
 Phone: (478) 953-4734 Fax: (478) 953-4797

Address of Construction: _____

Property Owner: _____

Address: _____

Phone Number: _____

Type of Construction: _____ **RESIDENTIAL** _____ **COMMERCIAL**

Description of Work: _____

Total Cost of Job: _____

Sq. Ft: _____ **Total Under Roof Sq. Ft.:** _____ **Number of Taps:** _____

General Contractor: _____	
State License #: _____ Exp.: _____	
Address: _____	
Phone Number: _____	
Plumber: _____ State License #: _____ Exp.: _____ Address: _____ Phone Number: _____ Number of Fixtures/Drains: _____	Electrician: _____ State License #: _____ Exp.: _____ Address: _____ Phone Number: _____ Total Amps: _____
HVAC: _____ State License #: _____ Exp.: _____ Address: _____	Roofing: _____ Business License #: _____ Exp.: _____ Address: _____



Phone Number: _____ Total Tons: _____	Phone Number: _____
--	----------------------------

** Dumpster required through Ryland Environmental for roofing **

If you are in need of a sign permit, please complete the information below. If you are not in need of a sign permit, you may disregard the information below.

Check Sign Type

- | | |
|---------------------------------|---------------------------|
| _____ Freestanding | _____ Pole |
| _____ Monument or Ground | _____ Post and Arm |
| _____ Building Wall | _____ Awning |
| _____ Projecting | _____ Hanging |
| _____ Other: _____ | |

Sign Company: _____

Address: _____

Phone Number: _____

** All applications need to be submitted to the City Clerk's Office located at 300 E Church Street,
 Centerville, GA **
www.centervillega.org





City of Centerville, Georgia
Commercial Business License Application
300 East Church Street
Centerville, GA 31028
Phone: (478) 953-4734 Fax: (478) 953-4797

NAME OF BUSINESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LOCAL ADDRESS (IF DIFFERENT): _____

CENTERVILLE PHONE NUMBER: _____ FEDERAL TAX ID: _____

EMAIL ADDRESS: _____

NAME OF BUSINESS-OWNER: _____

NAME OF APPLICANT: _____

APPLICANT HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE NUMBER: _____

CAN RECEIVE TEXT MESSAGES (CIRCLE ONE): YES NO

** TEXT MESSAGES WILL ONLY BE SENT IN EMERGENCY SITUATIONS**

EMAIL: _____

HOME PHONE NUMBER: _____

PLEASE CHECK THE ADDRESS TO WHICH THE BUSINESS LICENSE INVOICE SHOULD
BE MAILED TO: _____ MAILING ADDRESS _____ CENTERVILLE ADDRESS

**PLEASE READ THE FOLLOWING INFORMATION BEFORE ANSWERING THE
QUESTIONS BELOW:**

- A. OWNERS OF A BUSINESS:** The owner of a business shall be counted as a full-time employee whether or not they receive a salary.
- B. FULL TIME EMPLOYEES:** Full time employees are those who work a minimum of 40 hours per week
- C. PART TIME EMPLOYEES:** Part time employees will be converted to equivalent full-time employees; add all the hours per week worked by all part time employees and dividing that number by 40. (Example: Four part time each work 20 hours per week for a total of 80 hours. The equivalent full-time employees to be listed on the application would be two.

AVERAGE NUMBER OF EMPLOYEES: _____



CENTERVILLE POLICE DEPARTMENT
BUSINESS EMERGENCY CALL SHEET

NAME OF BUSINESS: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____

OWNER OF BUILDING: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____

FIRST PERSON TO CALL: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____

SECOND PERSON TO CALL: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____



NON-PROFIT ORGANIZATIONS

If applicant is applying on behalf of a non-profit organizations, as recognized by the Internal Revenue Service, stat the following:

NAME OF ORGANIZATION: _____

WHEN AND WHERE CHARTERED _____

APPLICANTS OFFICE AND DUTIES IN SAID ORGANIZATION: _____

FEDERAL EMPLOYER ID #: _____

HAS A FEDERAL TAX FORM 990 BEEN FILED FOR SAID ORGANIZAION FOR PREVIOUS YEARS?

_____ **YES**

_____ **NO**

THE APPLICATION FURTHER DEPOSES THAT HE/SHE UNDERSTAND THAT THE LICENSE FOR WHICH APPLICATION IS MADE IS FOR THE CURRENT CALENDAR YEAR ONLY AND NO FALSE OR FRAUDULENT STATEMENT IS MADE THEREIN TO PROCURE THE GRANTING OF SUCH LICENSE.

OWNER/APPLICANT’S SIGNATURE

**NOTARY PUBLIC
(THIS OFFICE HAS A NOTARY PUBLIC)**

DATE

PLEASE DO NOT SIGN APPLICATION UNLESS IT IS WITNESSED BY A NOTARY PUBLIC.



*****FOR OFFICAL USE ONLY*****

ZONING OFFICE

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

PROPERTY ZONED: _____

COMMENTS: _____

HEALTH DEPARTMENT

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____

POLICE DEPARTMENT

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____

FIRE DEPARTMENT

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____

CITY CLERKS OFFICE

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____



ADDITIONAL INFORMATION

.....

WHITE GOODS	NO CHARGE
REFRIGERATORS / FREEZERS	\$35.00
AIR CONDITIONERS	\$35.00
TIRES: PASSANGER	\$ 5.00
TIRES: WITH RIMS	\$20.00
TIRES: TRUCK & LARGER	\$15.00
BATTERIES	\$ 5.00
FURNITURE/CARPET	PRICE ACCORDING TO SIZE \$10.00 MIN
EVICION OR MOVING REMNANTS OR LOT CLEARING	PRICE ACCORDING TO SIZE \$25.00 MIN
LIMBS	PRICE ACCORDING TO SIZE
BRICK & CONCRETE	PRICE ACCORDING TO SIZE

**CONTACT THE WATER DEPARTMENT FOR ROLL-OFF DELIVERY
PHONE: (478) 953-3222**



Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

¹To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.



O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) _____
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from
_____ [name of government entity], the undersigned applicant
verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:
_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20___

NOTARY PUBLIC
My Commission Expires:





City of Centerville, Georgia
Home Based Business License Application
300 East Church Street
Centerville, GA 31028
Phone: (478) 953-4734 Fax: (478) 953-4797

NAME OF BUSINESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LOCAL ADDRESS (IF DIFFERENT): _____

CENTERVILLE PHONE NUMBER: _____ FEDERAL TAX ID: _____

EMAIL ADDRESS: _____

NAME OF BUSINESS-OWNER: _____

NAME OF APPLICANT: _____

APPLICANT HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE NUMBER: _____

CAN RECEIVE TEXT MESSAGES (CIRCLE ONE): YES NO

** TEXT MESSAGES WILL ONLY BE SENT IN EMERGENCY SITUATIONS**

EMAIL: _____

HOME PHONE NUMBER: _____

PLEASE CHECK THE ADDRESS TO WHICH THE BUSINESS LICENSE INVOICE SHOULD
BE MAILED TO: _____ MAILING ADDRESS _____ CENTERVILLE ADDRESS

**PLEASE READ THE FOLLOWING INFORMATION BEFORE ANSWERING THE
QUESTIONS BELOW:**

- A. OWNERS OF A BUSINESS:** The owner of a business shall be counted as a full-time employee whether or not they receive a salary.
- B. FULL TIME EMPLOYEES:** Full time employees are those who work a minimum of 40 hours per week
- C. PART TIME EMPLOYEES:** Part time employees will be converted to equivalent full-time employees; add all the hours per week worked by all part time employees and dividing that number by 40. (Example: Four part time each work 20 hours per week for a total of 80 hours. The equivalent full-time employees to be listed on the application would be two.

AVERAGE NUMBER OF EMPLOYEES: _____



CENTERVILLE POLICE DEPARTMENT
BUSINESS EMERGENCY CALL SHEET

NAME OF BUSINESS: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____

OWNER OF BUILDING: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____

FIRST PERSON TO CALL: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____

SECOND PERSON TO CALL: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE#: _____



NON-PROFIT ORGANIZATIONS

If applicant is applying on behalf of a non-profit organizations, as recognized by the Internal Revenue Service, stat the following:

NAME OF ORGANIZATION: _____

WHEN AND WHERE CHARTERED _____

APPLICANTS OFFICE AND DUTIES IN SAID ORGANIZATION: _____

FEDERAL EMPLOYER ID #: _____

HAS A FEDERAL TAX FORM 990 BEEN FILED FOR SAID ORGANIZAION FOR PREVIOUS YEARS?

_____ **YES**

_____ **NO**

THE APPLICATION FURTHER DEPOSES THAT HE/SHE UNDERSTAND THAT THE LICENSE FOR WHICH APPLICATION IS MADE IS FOR THE CURRENT CALENDAR YEAR ONLY AND NO FALSE OR FRAUDULENT STATEMENT IS MADE THEREIN TO PROCURE THE GRANTING OF SUCH LICENSE.

OWNER/APPLICANT’S SIGNATURE

**NOTARY PUBLIC
(THIS OFFICE HAS A NOTARY PUBLIC)**

DATE

PLEASE DO NOT SIGN APPLICATION UNLESS IT IS WITNESSED BY A NOTARY PUBLIC.



*****FOR OFFICAL USE ONLY*****

ZONING OFFICE

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

PROPERTY ZONED: _____

COMMENTS: _____

HEALTH DEPARTMENT

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____

POLICE DEPARTMENT

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____

FIRE DEPARTMENT

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____

CITY CLERKS OFFICE

_____ **APPROVED** _____ **DISAPPROVED**

SIGNATURE: _____

DATE: _____

COMMENTS: _____



ADDITIONAL INFORMATION

.....

WHITE GOODS	NO CHARGE
REFRIGERATORS / FREEZERS	\$35.00
AIR CONDITIONERS	\$35.00
TIRES: PASSANGER	\$ 5.00
TIRES: WITH RIMS	\$20.00
TIRES: TRUCK & LARGER	\$15.00
BATTERIES	\$ 5.00
FURNITURE/CARPET	PRICE ACCORDING TO SIZE \$10.00 MIN
EVICION OR MOVING REMNANTS OR LOT CLEARING	PRICE ACCORDING TO SIZE \$25.00 MIN
LIMBS	PRICE ACCORDING TO SIZE
BRICK & CONCRETE	PRICE ACCORDING TO SIZE

**CONTACT THE WATER DEPARTMENT FOR ROLL-OFF DELIVERY
PHONE: (478) 953-3222**



HOME BUSINESS LICENSE REQUIREMENTS

****Only people who live in the home can be employees of the business****

1. Complete home based business application
2. Write a letter to the attention of Mayor & Council – This letter must contain the following information:
 - a. Explain type of business you will be operating
 - b. State hours of operation & where customers would park
 - c. If you rent the home or belong to a homeowner's association, you must get permission by the owner in writing stating that it is alright for you to use the home as a place of business.
3. Attach all letters to your business license application
 - After application has been returned to City Hall, the location must be approved by fire, police, & building inspector.
 - Your letter & application will be reviewed & voted on at the monthly council meeting which is held on the first Tuesday evening of each month at 7pm in the council chambers.
 - It is not required for you to be present at the council meeting, but you are more than welcome to attend if you wish.
 - Application must be turned in the Friday prior to the next council meeting before 12 noon.

**Please contact the City Clerk's Office at 478-953-4734
with any questions concerning the license process.**

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

**I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 201__ in _____ (city), _____ (state).**

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____

¹ To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.



O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) _____
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from
_____ [*name of government entity*], the undersigned applicant
verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:
_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20___

NOTARY PUBLIC
My Commission Expires:

