



**OCCUPATIONAL TAX CERTIFICATE / AND RENEWAL
INFORMATION SHEET
(PREVIOUSLY BUSINESS LICENSE)**



**CHURCHES, NONPROFIT BUSINESSES,
OTHER TAX EXEMPT BUSINESSES**

1. Businesses that show proof of a nonprofit status from the Internal Revenue Service or a Disabled Veteran with the necessary paperwork from the Veterans Administration Office and Probate Court will be exempt from fee requirements.
2. Corporations wishing to do business in Georgia must obtain certification as a corporation operating in Georgia from the Secretary of State. A copy of the corporation paperwork is required.
3. A copy of the individual's driver's license is required of the person applying for the Occupational Tax Certificate on behalf of the business or corporation.
4. All businesses, except those registered or located outside of Dougherty County, must be pre-approved by our Planning & Development Department located at 240 Pine Avenue in Room 300 prior to submitting an application to ensure the business activity proposed is appropriate for the location.
5. All businesses in commercial locations will be inspected by the Albany Fire Department Inspector. You must have a Certificate of Occupancy (CO) before opening your business.
6. Day Care Centers must be certified by the State of Georgia before obtaining an Occupational Tax Certificate.
7. All businesses that have ceased operation shall submit a notarized letter to the Treasurer's Office stating that the business has been closed.
8. Department of Agriculture approval is required for all convenience and grocery stores. Food permits are required for all restaurants and businesses that serve food.
9. Your Occupational Tax Certificate is valid for only one year (calendar year). The Occupational Tax Certificate expires on December 31st of each year, regardless of the date purchased.
10. Churches shall register with the Treasurer's Office without incurring any fees, so an accurate list can be created. This list will assist in Public Safety responses and obtaining proximities for Alcohol Licenses.
11. If there is a change in the business, such as ownership, company name, federal identification number, location or mailing address, please notify us immediately. If the changes are made after the renewal deadline of March 15th, additional fees will be assessed.
12. Contractors: Copy of current Certificate of Insurance depicting liability insurance coverage of at least \$100,000.00 and the City of Albany as certificate holder. Upon any cancellation or expiration of the insurance coverage, your license is void and of no force and effect. Additionally, you may be summonsed to Municipal Court as such conduct would be a violation of CITY CODE section 26-26.

Noncompliance with these instructions may result in a delay in processing your Occupational Tax Certificate application / renewal. Following the instructions carefully will assist our office in processing your Occupational Tax Certificate in a timely manner.

THANK YOU