



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



REGISTERED BUSINESSES

1. Registered Businesses have already purchased an Occupational Tax Certificate/Business License from a county in Georgia and their business or home office is located in the State of Georgia. Businesses with a license from a state besides Georgia will be required to get an Occupational Tax Certificate from the City of Albany. A current copy of the Occupation Tax Certificate/Business License is required. If you are a contractor see item # 9.
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. Applicants that are regulated by the State of Georgia must obtain a license from the State of Georgia and attach a copy of license or permit with application. This includes, but is not limited to the following: Electricians, Refrigeration, Heating/Cooling, Auto Dealers, Plumbers, Alarm Contractors, Barbers/Beauticians, etc. (See the GA Secretary of State website, www.sos.ga.gov, for a complete list.)
5. You are required to renew your Occupational Tax Certificate each year even if your business did not generate any income. All businesses that have ceased operation shall submit a notarized letter to the Treasurer's Office stating that the business has been closed.
6. 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.
7. You must renew your Occupational Tax Certificate no later than March 15th for the current year to avoid penalty and interest fees.
8. 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 to the business.
9. 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