



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



**REGULAR BUSINESSES**

1. All fees associated with Occupational Tax Certificate are due when the application is submitted for processing and these fees are nonrefundable.
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 at commercial locations will be inspected by the Albany Fire Department Inspector. You must have a Certificate of Occupancy (CO) before opening your business.
6. 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: Electrician, Refrigeration, Heating/Cooling, Auto Dealers, Plumbing, Alarm Contractors, Barbers/Beauticians, etc. (See the GA Secretary of State website, [www.sos.ga.gov](http://www.sos.ga.gov), for a complete list.)
7. Day Care Centers must be certified by the State of Georgia before obtaining an Occupational Tax Certificate.
8. All Car Washes must be pre-approved by the City of Albany's Engineering Department located at 240 Pine Avenue in Room 200 prior to submitting application to ensure location meets city codes.
9. Dept. of Agriculture approval is required for all convenience and grocery stores. Food permits are required for all restaurants and businesses that serve alcohol by the drink.
10. 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.
11. Your Occupational Tax Certificate is valid for only one year (calendar year). The Occupational Tax Certificate expires on December 31<sup>st</sup> of each year, regardless of the date purchased.
12. You must renew your Occupational Tax Certificate no later than March 15<sup>th</sup> for the current year to avoid penalty and interest fees.
13. 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 15<sup>th</sup>, additional fees will be assessed.
14. 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**