



Occupational Tax Certificate Checklist

Obtaining the Application: The initial steps to register a business begin in the Stonecrest City Hall Offices currently located at 3120 Stonecrest Boulevard, Stonecrest, GA 30038. The licensing process begins with the submission of the Occupational Tax Certificate Application. Applications may be obtained via the City web page at www.stonecrestga.gov, or in person at our office.

If you are a new business in the City of Stonecrest you are required to have a current occupational tax certificate in order to conduct business within city limits. Below are some items we recommend each new business should look into to ensure your business is in compliance with City Ordinances.

Step 1: Before signing a lease, we recommend that you make sure your business location is in the proper zoning district for your type of business. Please call our Zoning department at 770.224.0200 with your business address and dominant business activity for confirmation. This will help mitigate the risk of applications denied due to improper zoning.

Step 2: If you are **not** a home-based business, we recommend that you verify whether or not your business will need a Certificate of Occupancy from the Community Development Department. They can be reached by calling 770.224.0200

Step 3: Complete and submit all required forms and documentation to the City of Stonecrest to obtain your Occupational Tax Certificate. Please review the Occupational Tax Certificate General Information and Frequently Asked Questions to determine if additional documentation is required for your business. To acquire an occupational tax certificate please follow the instructions below. The items listed below are needed for a complete occupational tax certificate application:

Required for all applicants:

*** New Occupational Tax Certificate Application**

- o Must be completed, signed and notarized

***SAVE Affidavit Form with appropriate identification**

- o #1 U.S. Citizens: Passport, Georgia Driver's License, or Military ID or
- o #2 Legal Permanent Residents: Georgia Driver's License and either Permanent Resident Card or Employment Authorization Card

***E-Verify Affidavit**

*** Copy of applicant's identification**

- o Either Passport, Georgia Driver's License or Military ID

*** Payment for the correct fee amount**

- o Checks made payable to City of Stonecrest

Optional depending on business type:

*** Home Based Form**

- o Only needed if business will be operated from home

*** Copy of the first page of the Certificate of Incorporation**

- o Only needed if business is a Corporation or LLC

*** Copy of Professional State License**

- o Only if applicable: Attorney's, Physicians, CPA's, Engineering, Architects, Surveyors,



Cosmetology, etc.

* **Copy of health inspection report with the grade and/or fire inspection report**

o Restaurants Only

* **Copy of FOG (Fats, Oils, Greases) Compliance Inspection from DeKalb County Dept. of Watershed**

o Restaurants Only

* **Massage Regulatory Permit and Massage Work Permit**

o For those establishments performing massage services pursuant to the Chapter 15 Ordinance

* **Additional Requirements for Pain Management Clinics Form**

* **Background Check Consent Form for Pain Management Clinics**

o \$50 fee

Occupational Tax Rates: Occupational Taxes consist of three (3) parts: (1) a \$125.00 base fee, (2) a per owner/employee fee, and (3) a gross receipt tax based on an estimated gross receipts figure.

Listed below are general occupational tax fees only. These fees will not necessarily apply to all business types. Additionally, there may also be other permit, inspection, or background fees depending on your business activity. Contact the City of Stonecrest (770) 224- 0200. Your tax class is determined by your NAICS Code. If you do not know your NAICS Code please search code for your business activity @ www.naics.com/search.

The current City of Stonecrest Tax Rate is:

Tax Class	Base Fee	Per Employee Fee	Rate Per Dollar Gross Receipts Over \$20,000
Class 1	\$125.00	\$4.00	0.0003
Class 2	\$125.00	\$6.00	0.0005
Class 3	\$125.00	\$8.00	0.0007
Class 4	\$125.00	\$10.00	0.0009
Class 5	\$125.00	\$12.00	0.0011
Class 6	\$125.00	\$14.00	0.0013

Calculating your fee for your Yearly Occupational Tax:

- Yearly projected Gross Receipts - \$20,000= \$Adjusted Gross Receipts multiplied by appropriate Tax Rate listed above.
- Number of Employees multiplied by the appropriate per employee fee listed above
- \$125.00 Base Fee

Total Occupational Tax Fee Due



Other Regulated Businesses: If you wish to operate any of the following types of businesses, additional documentation may be required. All business types listed below will require additional review, approval or a permit. Businesses are subject to review and approval by any or all of the following City of Stonecrest departments: Business Licensing, Community Development, Planning and Zoning, City Council and DeKalb County Police & Fire Department. Certain business will also be required to submit to Law Department review.

Automobile Sales (1)	Bakery (2)
Amusement Games Arcade	Barber Shop (1)
Braiding Salon (1)	Burglar Alarm (1 & 3)
Butcher (2)	Catering (4)
Child Care (5)	Chiropractors (1)
Circus/Carnival (13)	Dances/Dance Hall
Firearms Dealer/Sales (3 & 6)	Doctor/Dentist (1)
Fortune Teller (3)	Heating & Air-Condition (1)
Hotel/Motel Business	Ice Cream Shops (4)
Limousines (9 & 10)	Massage Estab./Parlor (1 & 3)
Massage Therapist (1 & 3)	Non-Profit Business (11)
Pawn Broker/Shop (3)	Peddler/Door to Door Sales/Solicitor
Personal Care Home (4 & 5)	Pest Control (1)
Physical Therapy (1)	Plumbing Business (1)
Pools & Billiards Room	Precious Metals and Gems (3)
Private Patrol/Security Guards (1 & 3)	Produce Stand (2)
Real Estate Agents (1)	Restaurants/Night Club (4 & 14)
Seafood: Retail/Wholesale (2)	Specialized Contractors (1)
Taxi/Vehicle for Hire (3 & 10)	Welding Shop

1. State License
2. Agriculture, Department Letter
3. Police Background, Clearance
4. Fire and/or Health, Inspection
5. DHR State License
6. Federal Firearms, License
7. Tourist Permit
8. PSC Registration
9. Regulatory, Enforcement App.
10. Proof of Insurance
11. IRS 501C3 Letter
12. BOC Permit
13. Special Event, Permit
14. FOG Compliance Inspection from DeKalb Watershed Dept.