

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

By executing this affidavit under oath, as an applicant for a(n) occupational tax certificate [business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from City of Perry, Georgia [name of county or municipal corporation], the undersigned applicant representing the private employer known as _____ [printed name of private employer] verifies one of the following with respect to my application for the above mentioned document:

1. **Only fill out this section if the current date is on or before June 30, 2013. Select Only One.**
 - (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees. *If the employer selected 1(a) please fill out Section 3 below.*
 - (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.

2. **Only fill out this section if the current date is on or after July 1, 2013. Select Only One.**
 - (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees. *If the employer selected 2(a) please fill out Section 3 below.*
 - (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed ten (10) or fewer employees.

3. **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(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:**

Federal Work Authorization User Identification Number

Date of Authorization

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 allowed by such statute.

Executed on the ___ date of _____, 201___ in _____ (city), _____ (state)

Signature of Authorized Officer or Agent

Printed Name of and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:

City of Perry
Verifying Status for Public Benefit Application
O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) occupational tax license [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from City of Perry [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 PERRY - Business License Inspection

The City of Perry Community Development and Public Safety departments will conduct a business license inspection. Both departments must pass the inspection before a business license will be issued.

Applicant's Name: _____ Owner Tenant

Business Name: _____ Address: _____

Contact Information/Name: _____ Number: _____

Mailing Information: _____

Map/Parcel Number: _____

Community Development: Pass/Fail Inspector: _____

Pass	Fail		<u>COMMENTS:</u>
_____	_____	Visible Structural Deficiencies	_____
_____	_____	Operational Bathroom Facilities	_____
_____	_____	ADA Compliance	_____
_____	_____	Outlet Covers	_____
_____	_____	Labeling of Panel Box	_____
_____	_____	Visible Wiring Deficiencies	_____
_____	_____	Switch Covers	_____

Public Safety: Pass/Fail Fire Inspector: _____

Police Inspector: _____

Pass	Fail		<u>COMMENTS:</u>
_____	_____	Exit Signs	_____
_____	_____	Fire Extinguishers	_____
_____	_____	Smoke Detectors	_____
_____	_____	Sprinkler Systems	_____
_____	_____	Egress	_____
_____	_____	Hazardous Storage	_____
_____	_____	Security Cameras	_____
_____	_____	Distance Requirements	_____

Public Works

Pass	Fail	<u>COMMENTS:</u>
_____	_____	_____

For food service businesses, please contact ESG Operations, Inc. for information on grease trap requirements at (478) 988-2777.

All items must pass in order to receive a business license. Please note, there may be things in need of correction not listed above. Please contact Public Safety at (478) 988-2850 with any questions.

Applicant's/Owner Signature

Date



Starting a Business in the City of Perry

Regulatory and Licensing Requirements

Navigating the maze of regulations and requirements for licenses, permits, and taxes among the various city and state government agencies can be confusing and overwhelming. This guide is designed to help you through that maze as you start your business in Perry.

All fee schedules, zoning restrictions, development regulations, signage requirements, permits, applications, etc. mentioned in this guide are available on the City of Perry website at www.perry-ga.gov.

Prior to opening a business a City of Perry occupational tax license is required.

Please note that no guide can address regulations pertaining to every business; contact the appropriate agency or department directly to identify the appropriate process for your particular business.

Job Tax Credits

Depending on the proposed location, your business may be eligible for Opportunity Zone tax credits. Job tax credits are available for any new business, or existing business expansion that creates at least two new jobs. If eligible, your business may receive up to \$3,500 per job, per year over a ten year period. In addition, your business may be eligible for other state and federal programs. Please contact Chan Layson of the Middle Georgia Regional Commission at (478) 751-6160 for more information.

Zoning – Full disclosure of your proposed uses is requested prior to a zoning determination by the city to assist you in avoiding prohibited uses. Please contact the Community Development Department at (478) 988-2720 for zoning information. For example:

- Is the property zoned properly for the proposed use(s)
- Is there sufficient parking available
- Are there any setback requirements from other uses
- Has property been vacant for longer than one year
- May require a public hearing process

Do not invest any money in a location until zoning has been thoroughly researched.

Zoning Districts and examples of their permitted uses –

- C-1 - Commercial Highway District – Auto Sales, Big Box Retail, Gas Stations, etc.
- C-2 - General Commercial District – Retail, Restaurants, Multi-Family, etc.
- C-3 - Central Business District – Office Uses, Retail, Service Businesses, etc.
- M-1 - Wholesale and Light Industrial District – Light Manufacturing, Retail, etc.
- M-2 - Industrial District – Heavy Manufacturing, Retail, Office Uses, etc.
- CPD - Convention Plaza District – Motels, Restaurants, Tourist Businesses, etc.
- OC - Office Commercial – Offices, Professional Uses, Multi-Family, etc.
- LC - Limited Commercial – Small Retail, Service Businesses, etc.
- IN - Institutional District – Medical Uses, Long Term Care Facilities, etc.

Signs – If your business plans to use any type of signage please contact the Community Development Department at (478) 988-2720 prior to ordering business signs. The City of Perry has a number of different overlay zoning districts regulating signage. All of which have certain variation requirements and restrictions of signage.

Home Occupation – Home based businesses may be approved by the Department of Community Development without City Council approval, if certain conditions are met:

- No customers or clients at the home
- No noise, dust, vibration, odor, smoke, glare, electrical interference, or other nuisances from the business
- No more than 25% of the home may be used for the business
- No changes or alterations to the home to facilitate the business
- No outside storage or display
- No outside employees working in the home
- No business vehicle larger than a van or pick-up truck at the home
- No more than two deliveries per week
- No business signs

If these conditions cannot be met, a home based business is possible, but it may require City Council approval.

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 Perry requirements. Please contact the Houston County Health Department at (478) 218-2020 for more information.

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

- Proper zoning
- May require a public hearing process
- Setbacks from schools, churches, etc. may apply
- State license may be required

Coin Operated Machines – If your business has coin operated amusement machines operating which give reward tickets, tabs, tokens, etc. a coin operated amusement machine license is required. In addition, coin operated amusement machines giving a reward may have to meet certain setbacks. For example:

- 100 yards from a church and
- 200 yards from a school.

Remodeling Activity – If your business requires any structural changes to the building it will require a building permit and inspections from the Community Development and/or Public Safety departments. Cosmetic alterations, such as painting, new carpet, etc., do not require a building permit. Please contact Community Development at (478) 988-2720 and Public Safety at (478) 988-2850 for additional information regarding building permits and/or inspections.

New Construction – If you are developing a site relative to your business, there are a series of requirements the city has relative to zoning, land use, parking, signs, building codes, soil erosion control, stormwater management, etc. which could impact your proposal. The more detail you provide the quicker your application will be processed. Additionally, depending on your business location, Georgia Department of Transportation and/or US Army Corps of Engineers permits may be required. Please contact the Community Development Department at (478) 988-2720 for guidelines to assist you.

Business License Inspection – Prior to being issued a business license, an inspection at the business location must be performed by the Community Development and Public Safety departments. Both departments will be checking to make sure the location is safe for the public. For example:

Community Development

- Visible Structural Deficiencies
- Operational Bathroom Facilities
- ADA Compliance
- Outlet Covers
- Labeling of Panel Box
- Visible Wiring Deficiencies
- Switch Covers

Public Safety

- Exit Signs
- Fire Extinguishers
- Smoke Detectors
- Sprinkler Systems
- Egress
- Hazardous Storage
- Security Cameras
- Distance Requirements

The above list is not inclusive. Additional items may be in need of corrections.

Business License – After the business license inspection is approved by both the Community Development and Public Safety departments and all other permits and/or licenses are obtained, a City of Perry occupational tax license may be issued. There is a fee based on the number of employees.

Downtown Façade Grant – If your business is located in the Downtown Development District, and funding is available, it may be possible to receive a façade grant from the

Downtown Development Authority (DDA) of the City of Perry. The façade improvements must meet the criteria established by and be approved by the DDA.

Utilities – The City of Perry offers the following utilities:

- Natural Gas
- Water
- Sewer
- Grease trap servicing
- Garbage collection

These utilities can be activated by contacting the City of Perry Utilities Department at (478) 988-2741, -2743, or -2744.

The City of Perry has two electricity providers depending on the location of your business:

Georgia Power – 1-888-660-5890

Flint EMC – (478) 988-3500 or 1-800-342-3616

Telephone/Television/Internet – Windstream Communications – 1-800-501-1776

Telephone/Television/Internet – ComSouth Communications – (478) 987-0172

City of Perry Contact Numbers - www.perry-ga.gov

Community Development Department – (478) 988-2720

Economic Development Department – (478) 988-2757

Public Safety Department – (478) 988-2850

Business License Office – (478) 988-2740

Utilities – (478) 988-2741, -2743, -2744

Houston County Health Department – (478) 218-2020

Georgia Power – 1-888-660-5890

Flint EMC – (478) 988-3500 or 1-800-342-3616

Windstream Communications – 1-800-501-1776

ComSouth Communications – (478) 987-0172

Perry Area Chamber of Commerce – (478) 987-1234