



City Hall (770) 921-2210 • Fax (770) 921-8942
Police Department (770) 921-2211 • Fax (770) 923-6871
Court Services (770) 921-2505 • Fax (770) 921-7723
Planning (770) 279-3710 • Fax (770) 921-9822

Completing the Application for a New Occupation Tax Certificate

Dear New Commercial Business Owner,

Welcome to the City of Lilburn! We are pleased that you are considering our City for the location of your business. Our businesses contribute to Lilburn's quality of life in a number of ways by providing goods and services that meet the needs of our community. We would like to provide you with an Occupation Tax Certificate (business license) soon, and we need you to complete or provide the following paperwork, prior to issuing the Certificate:

- Completed *City of Lilburn Planning and Zoning Prerequisite* sheet.
 - *Certificate of Occupancy* from the Office of the Fire Marshal, Gwinnett County.
 - *Certificate of Occupancy/Certificate of Completion* from City of Lilburn Inspector
 - Completed, signed, and dated *application for a Occupation Tax Certificate*.
 - Executed and notarized *Affidavit Verifying Status for City Public Benefit Application* for Each Business Owner with verifiable identification.
 - Executed and notarized *Employer Affidavit to Confirm Compliance with Form I-9/E-Verify* for new hires with your *E-Verify number* or the *Employer Exemption Affidavit*.
 - *Proof of ownership* or *copy of lease agreement* with property owner.
 - Lilburn Police Department *Emergency Contact Information for City of Lilburn Businesses*.
 - Complete the *Owner/Registered Agent Form*
 - Credit card, check, or money order for taxes due along with *Occupation Tax Calculation Worksheet*.
 - Previous *IRS filings* showing gross receipts or notarized *Gross Receipts Affidavit* if business was previously established in another location.
- Other documents that may apply, depending on the business type, is also listed below:**
- Copy of Current State Professional License.
 - State of Georgia Corporate Certificate.
 - Registration of Trade Name with Gwinnett County.
 - Other Current State Licensing for Restaurants, Groceries, Food Handling/Preparation Businesses, Nurseries, Flower Shops, Landscapers, Other Businesses Selling Live Plants, Etc.
 - Pawn Shops, Precious Metals Dealers, and Taxi Services must provide additional compliance documentation, upon request.

We will not be able to process your paperwork and provide you with an Occupation Tax Certificate without your EIN (tax ID #) or social security number in this application. Be assured that your application will be kept in a secure location with other confidential records.

If you have any questions, contact me at 770-279-3708 or via email at businesslicense@cityoflilburn.com. We look forward to working with you to establish your business inside Lilburn City limits!

Sincerely,
Rebecca Baumann
Licensing and Revenue Manager