

Houston County Occupational Tax Application Procedure

Notice: The Houston County Code of Ordinance requires all businesses to annually register and pay an occupation tax for the privilege of operating a business in Houston County. Failure to register and pay the annual occupation tax will result in legal action and fines.

1.	<p>All business locations must have a <u>Zoning Compliance</u> issued by the Houston County Planning and Zoning Commission. Please attach the zoning compliance to the application. Planning and Zoning is located at:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center; padding: 5px;">200 Carl Vinson Parkway (478) 542-2018</td> <td style="text-align: center; padding: 5px;">Monday through Friday 8:00 a.m. until 5:00 p.m.</td> </tr> </table>	200 Carl Vinson Parkway (478) 542-2018	Monday through Friday 8:00 a.m. until 5:00 p.m.		
200 Carl Vinson Parkway (478) 542-2018	Monday through Friday 8:00 a.m. until 5:00 p.m.				
2.	<p>All business locations must have a <u>Building Inspection</u>. Home Occupations are the exception to this rule unless there will be customers and/or employees coming into the home. Appointments with Inspectors may be arranged by calling:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center; padding: 5px;">200 Carl Vinson Parkway (478) 542-2018</td> <td style="text-align: center; padding: 5px;">Monday through Friday 8:00 a.m. until 5:00 p.m.</td> </tr> </table> <p>An inspection of the business location has been performed and the structure appears to be in a reasonably suitable condition for occupancy.</p> <p>Inspector's Printed Name: _____ Inspector's Signature: _____</p> <p>Date of Inspection: _____</p>	200 Carl Vinson Parkway (478) 542-2018	Monday through Friday 8:00 a.m. until 5:00 p.m.		
200 Carl Vinson Parkway (478) 542-2018	Monday through Friday 8:00 a.m. until 5:00 p.m.				
3.	<p>All business locations must have a <u>Fire Inspection</u>. Home Occupations are the exception to this rule unless there will be customers and/or employees coming into the home. The Houston County Fire Department may be reached by calling:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">Houston County Fire Department Headquarters</td> </tr> <tr> <td style="text-align: center; padding: 5px;">200 Carl Vinson Parkway (478) 542-2040</td> <td style="text-align: center; padding: 5px;">Monday through Friday 8:00 a.m. until 5:00 p.m.</td> </tr> </table> <p>The Houston County Fire Department has inspected the business location and hereby approves the structure to be in reasonably suitable condition for occupancy.</p> <p>Inspector's Printed Name: _____ Inspector's Signature: _____</p> <p>Date of Inspection: _____</p>	Houston County Fire Department Headquarters		200 Carl Vinson Parkway (478) 542-2040	Monday through Friday 8:00 a.m. until 5:00 p.m.
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200 Carl Vinson Parkway (478) 542-2040	Monday through Friday 8:00 a.m. until 5:00 p.m.				
4.	<p>Some business locations may be required to have an <u>Environmental Health Inspection</u>. Home Occupations are the exception to this rule unless there will be customers and /or employees coming into the home. The Environmental Health Department may be reached by calling:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center; padding: 5px;">98 Cohen Walker Drive (478) 218-2020</td> <td style="text-align: center; padding: 5px;">Monday through Friday 8:00 a.m. until 4:30 p.m.</td> </tr> </table> <p>The Houston County Environmental Health Department has inspected the business location and hereby approves the structure to be in reasonably suitable condition for occupancy.</p> <p>Inspector's Printed Name: _____ Inspector's Signature: _____</p> <p>Date of Inspection: _____</p>	98 Cohen Walker Drive (478) 218-2020	Monday through Friday 8:00 a.m. until 4:30 p.m.		
98 Cohen Walker Drive (478) 218-2020	Monday through Friday 8:00 a.m. until 4:30 p.m.				
5.	<p>After completion of steps 1, 2, 3 and 4 return this form, copy of Zoning Compliance, completed Occupation Tax Application and payment to:</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center; padding: 5px;">Business License Office : 200 Carl Vinson Parkway (478) 542-2018</td> <td style="text-align: center; padding: 5px;">Mailing Address: 200 Carl Vinson Parkway Warner Robins, Ga. 31088</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">Monday through Friday 8:00 a.m. through 5:00 p.m.</td> </tr> </table>	Business License Office : 200 Carl Vinson Parkway (478) 542-2018	Mailing Address: 200 Carl Vinson Parkway Warner Robins, Ga. 31088	Monday through Friday 8:00 a.m. through 5:00 p.m.	
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I hereby certify the above information to be true and correct. I have read and understand the application procedure. I also understand that I will not open until my business has been registered and occupation tax paid for this location.

Name of Business and Address: _____ _____	Exact Business Location: _____
Phone Number: _____	Type of Business: _____
	Signature of Applicant: _____

The following businesses will require a State, Federal, or Professional License as a prerequisite for applying for an occupational tax to operate a business in Houston County:

Agency - Real Estate Development/Sales/Rentals
Agency -Travel
Auctioneer
Auto Dealer - New/Used/Rental
Barber/Beauty Shop
*Beer – Retail on and Off Premises Consumption
Cemetery, Burial Vaults, Etc
Electrical Contractor
General Contractor
Heating and Air Conditioning Contractor
Daycare – children
Deer Processing
Firearms Sales/Repair
Funeral Home
Hospital (Animal)/Kennel
Junk Dealer/Salvage All Types
Kennel
*Liquors – Mixed Drinks Sales/Retail
Manicurist
Massage Therapy
Mobile Home Setup
Nursery /Greenhouse
Nursing Homes
Package Store
Pest Control
Poultry Processing
Waste Disposal Companies
Wine Retail – On/Off Premises Consumption

This may not be a complete list of businesses that require a State, Federal, or Professional License.

*Beer and Liquor Sales also require the Commissioners approval.