Welcome to Liberty County



Thank you for considering Liberty County as a place to operate your business. Liberty County wants to maintain a business friendly atmosphere while striving to make the experience of starting your business as simple as possible, while upholding our commitment to protect public health, safety, and welfare. Below are some key offices and procedures to help you understand the process of obtaining a buisness license through Liberty County.

Zoning (Liberty Consolidated Planning Commission)

Once you identify a tentative location for your business, please contact the Liberty Consolidated Planning Commission to determine whether or not your intended use of the property is permitted by the Liberty County Unified Development Ordinance, which can be found online at https://thelcpc.org/liberty-county-unified-development-ordinance/ We encourage business owners to complete this verification process early because certain zoning restrictions may apply that prohibit certain activities and uses.

For Zoning Questions contact: Liberty Consolidated Planning Commission 912-408-2030

Occupational Tax Certificate (Business License)

An Occupational Tax Certificate, otherwise called a business license, is required to conduct business in the Unincorporated Liberty County, including home occupations. Applications are to be submitted online with all required documents. All businesses are to obtain a business license before opening. A business operating without an occupational tax certificate is subject to a legal penalty.

- Apply for license online at https://www.libertycountyga.gov/220/Business-License-Alcohol-License-Applica
- The charge for an Occupational Tax Certificate depends on the number of employees.
- All Occupational Tax Certificates expire on December 31st of each year regardless of when the license was originally obtained and must be paid and renewed by January 31st of each year.
- Each business location and each business name needs a seperate Occupational Tax Certificate.
- Moving locations requires a new Occupational Tax Certificate. A new application must be submitted.

For Application Questions contact: Liberty County Building & Licensing Department 912-876-8454

Building Permits & Inspections

All businesses moving into a commercial space are required to have an exisitng building/change of occupancy inspection. Upon approval permission will be given and then the space can be occupied.

- Permits are required for the modification or repair of structural components of an existing building, electrical systems, plumbing systems and HVAC systems.
- Permit fees are based on the extent of the work and how many inspections will be required. Permits are required ***BEFORE*** any work begins.
- Building Applications and forms can be found online at: https://www.libertycountyga.gov/215/Building-Permit-Packets

For Application Questions contact: Liberty County Building & Licensing Department 912-876-8454

Fire Marshall Approval

All businesses moving into a commercial space are required to have an occupancy/ fire safety inspection.

To set up this inspection please contact: Liberty County Fire Services 912-876-4511

State Professional Licensing Board

If your profession requires a State Board Certification, then a copy of your professional license must be submitted with your application.

For More Information Visit: www.sos.ga.gov

Additional Information about starting a business can be found online at: https://georgia.gov/starting-business-guide



Before submitting an application for a business license please make sure you have completed the following:

ALL BUSINESS LICENSE APPLICATIONS MUST BE APPLIED FOR ONLINE AT:

https://www.libertycountyga.gov/220/Business-License-Alcohol-License-Applica

YOU MUST UPLOAD THE FOLLOWING IN ORDER FOR THE APPLICATION TO BE PROCESSED:

For All Businesses:

- [ ] Occupational Tax Certificate Application (Signed off by LCPC)
- [ ] U.S. Citizen/Qualified Alien Affidavit (Signed & Notarized)
- [ ] Private Employer Affidavit of Compliance (Signed & Notarized)
- [ ] Sales Tax Verification Form
- [ ] Business Narrative
- [ ] Copy of Front & Back of Applicants Drivers License or other verifiable document

For Home Based Businesses:

- [ ] Liberty County Zoning Form (3 Pages)
- [ ] Drivers License Address Must Match Home Address
- [ ] Proof of Property Ownership or
  Permission from property owner to operate business from home address
- [ ] POA/HOA Approval Letter if located in a PUD Zone
- [ ] State Professional License (If Applicable)
- [ ] Food Service Permit or Cottage Food License (If Applicable)

For Commercial/Industrial Businesses:

- [ ] Proof of Property Ownership or
  Permission from property owner to operate business from address (Copy of Lease)
- [ ] Certificate of Occupancy from Building & Licensing Department (If Applicable)
- [ ] Fire Marshall Approval Letter
- [ ] State Professional License (If Applicable)
- [ ] Food Service Permit or Department of Agricultural License (If Applicable)

Liberty County Building & Licensing Department

100 Main Street Suite 7410
Hinesville, Georgia 31313
(912) 876-8454

Occupational Tax Certificate Application

Date: _____

Business Name: _____

Owner's Name: _____

Telephone Number: _____

Location (Street Address): _____

City: _____ **State:** _____ **Zip:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Email Address: _____

Type of Business: _____

Number of Employees (Including Owners): _____

Social Security Number: _____

Federal ID Number: _____ **Sales Tax ID Number:** _____

Applicant Signature: _____

This application must be approved by the Liberty Consolidated Planning Commission

Tax Map & Parcel #: _____ **Zoning Classification:** _____

Description of work to be done from the business location: _____

_____

_____

Approved By: _____ **Date:** _____

Liberty County Building & Licensing Department

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O.C.G.A. § 50-36-1(e)(2)

U.S. CITIZEN / QUALIFIED ALIEN AFFIDAVIT

As a result of recent law change, Liberty County Board of Commissioners is required to obtain from each person applying for a particular public benefit (including new and renewal licenses) a signed and sworn affidavit verifying his or her lawful presence in the United States that is accompanied by a copy of at least one "secure and verifiable document." By executing this affidavit under oath, as an applicant for :

☐ **Occupational Tax Certificate** ☐ **Alcoholic Beverage License** ☐ **Special Event License/Permit**

for, (Business Name)_____
as referenced to in O.C.G.A. § 50-36-1, from the Liberty County Board of Commissioners, the undersigned applicant verifies one of the following with respect to my application for a public benefit (check one of the following):

a. ☐ I am a United States citizen 18 years of age or older. Submit a legible front and back copy of your current secure and verifiable document(s) such as driver's license, passport or other document.

b. ☐ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality of Homeland Security or other fedeal immigration agency. My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____ (Required).

Submit a legible front and back copy of one of the following secure and verifiable documents:

- ☐ U.S. Permanent Resident Card (I-551), or
- ☐ Valid Foreign Passport with I-94, or
- ☐ Temporary Resident Alien Card (I-688), or
- ☐ Employment Authorization Card (I-766 or I-688B), or
- ☐ Employment Authorization Document (I-688B), or
- ☐ Refugee Travel Document (I-571)

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 it shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute. Furthermore, the undersigned applicant hereby verifies that applicant has provided at least one secure and verifiable document, as defined by O.C.G.A. §50-36-2 with this affidavit.

_____ _____
Signature of Applicant Printed Name of Applicant

Sworn to and subscribed before me this

_____ day of _____, 20_____.

_____ AFFIX SEAL HERE
Notary Public
My Commission Expires: _____

Liberty County Building & Licensing Department

100 Main Street Suite 7410
Hinesville, Georgia 31313
(912) 876-8454

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

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A § 36-60-6(d), stating affirmatively that as of July 1, 2013 that the individual, firm, or corporation is either exempt or has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any approved subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Please check only one:

1. ☐ The individual, firm, or corporation employes ten (10) or fewer employees. (Exempt)
2. ☐ The individual, firm, or corporation employees more than ten (10) employees.

_____
Name of Employer

_____
Date of Authorization

_____ (E-Verify Number)
Federal Work Authorization User Identification Number
*This is NOT your Federal Tax Identitfication Number

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20_____ in _____(City) _____ (State)

_____ _____
Signature of Applicant Printed Name of Applicant

Sworn to and subscribed before me this

_____ day of _____, 20_____.

_____ AFFIX SEAL HERE
Notary Public
My Commission Expires: _____

State of Georgia
Department of Revenue
1800 Century Boulevard
Atlanta, Georgia 30345

Official Addendum to Business Occupancy License Application
Sales Tax Verification Form

Name of Business (Legal Name or Trade Name):

Mailing Address if Different From the Physical Address:

Actual Physical Address of Each Location of Such Business if Different From the Mailing Address:

Sales Tax ID #, if Your Business is Required to Have One by Law:

Applicable North American Industry Classification System Code Number (Please list all NAICS):

NOTICE:

Upon completion or refusal to complete this form by the taxpayer, the municipality or county shall provide written notice to the taxpayer that the above information will be submitted to the Georgia Department of Revenue.

The failure or refusal to complete this form by the taxpayer shall not toll or extend the time of payment established for such occupational tax or regulatory fee under Code Section 48-13-20.

In accordance with O.C.G.A. §§ 48-2-15 and 48-7-60, all taxpayer information provided on the Form shall be confidential and priviledged.

In compliance with O.C.G.A. §§ 48-1-2 and 48-8-33, the Commissioner of the Georgia Department of Revenue shall collect all sales tax remitted in Georgia.

Any questions or comments regarding the collection of sales tax or this Form ahould be directed to the Georgia Department of Revenue at (404) 417-6605 or sent to Tax Law & Policy, 1800 Century Blvd., NE, Atlanta, GA 30345.

An Equal Opportunity Employer

Liberty Consolidated Planning Commission

100 Main Street Suite 7520
Hinesville, Georgia 31313
Phone: 912-408-2030

Jeff Ricketson, AICP

Executive Director

Liberty County Zoning
Overview of Type A Home Occupation Zoning Ordinance

Applicant Name: _____

Applicant Address: _____

Current Zoning: _____

Business Name: _____

Business Location: _____

In Type A home occupations residents use their home as a place of work, home office or business telephone or mailing address. Employees or customers are prohibited from coming to the site, and there is no visible indication of commercial activity. By way of illustration only, examples include artists, crafts people, writers and consultants. Type A home occupations may be approved administratively by the zoning administrator or his designee.

General provisions and prohibited uses.

All home occupations shall meet the following:

1. A home occupation shall be incidental and accessory to the use of a dwelling as a residence. No more than twenty(20) percent of the floor space of the dwelling unit (including attached garages) may be used for the home occupation.

2. There shall be no exterior evidence of the home occupation or alteration of the residence and/or accessory buildings to accommodate the home occupation. Internal or external changes which will make the dwelling appear less residential in nature or function are prohibited. Examples of such prohibited alterations include construction of parking lots, paving or required setbacks, or adding commercial-like exterior lighting.

3. There shall be no outside operations or exterior storage of inventory, equipment, or materials to be used in conjunction with a home occupation.

4. Off-site employees of the resident shall not congregate on the premises for any purpose concerning the home occupation nor park their personal vehicles at the location.

5. No more than one (1) vehicle associated with the home occupation (no larger than a standard van or pick-up truck and with minimal commercial markings as approved by the zoning administrator) may be parked at the site. Such vehicle is limited to one-ton carrying capacity and must be used exclusively by the resident and parked on a valid improved surface constructed of materials common in conventional residential development (e.g. concrete, pavers, etc.) and which is otherwise compatible with the surrounding neighborhood.

6. No use or activity may create an offensive noise, dust, glare, vibration, smoke, smell, electrical interference or any fire hazard, unsightly or unhealthful condition, or other nuisance or disturbance.

7. All home occupations shall be subject to periodic inspections by the department of planning and zoning.

8. Any type of repair or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, marine engines, lawn mowers, chain saws and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts is prohibited.

9. Accessory home occupations may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.

Specific criteria for Type A home occupations.

In addition to the general criteria established in subsection C., Type A home occupations are subject to the following restrictions:

1. No clients, nonresident employees or customers are allowed on the premises.

2. Pickups from and deliveries to the site in regard to the business shall be restricted to vehicles which have no more than two (2) axles and shall be restricted to no more than two (2) pickups or deliveries per day between the hours of 9:00 a.m. and 6:00 p.m.

3. No signage regarding the home occupation is permitted on the property.

4. No advertisement shall be placed in any media (including flyers soliciting business) containing the address of the property.

5. Retail sales are prohibited.

Additional requirements. The foregoing requirements for home occupation shall be in addition to those requirements for business licenses generally, and any violation of these requirements shall be grounds for denial, suspension or revocation of the subject business license, and vice versa. Upon any violation of this ordinance, the home occupation may be suspended, denied or terminated as with business licenses generally.

Renewal application. All persons wishing to renew their home occupation from the previous year shall make application for such renewal at the same time as provided for renewals of business licenses generally on such forms as may be prepared by the zoning administrator. Notwithstanding any terminology used in this section or any other provision herein to the contrary, the granting of a home occupation for one (1) year shall in no way vest any rights or privileges whatsoever to any renewal or subsequent permit, and such person must satisfy in full the requirements for such business license established by ordinance at the time of such renewal; provided, however, that if there is no change in the home occupation and the operations connected.

_____ _____

Property Landowner & Identification Business Owner & Identification

_____ _____

Date of Signature Date of Signature

_____ _____

Above Signature(s) Attested to and Witnessed By LCPC Staff Member Date

Business Narrative

If your business will be a seasonal business,
make sure seasonality is reflected in your narrative.

Description of the business: Answer as many of the following questions as you can.

What type of business are you opening? _____

What hours/days will you be open? _____

Describe how your company's day-to-day operations work: _____

_____

What is the nature of the product(s) or service(s)? Take your time, be very specific! _____

_____

What group of customers are you going after? _____

What other kinds of businesses are in the neighborhood? _____

What other licenses or permits will you be required to obtain? County? City? State? Health Dept.? _____

_____

Include a brief description of who does what. _____

_____

Do you have any company cars or trucks for this business? _____

How many employees will you need and when? _____

What furniture, fixtures, equipment, tools, inventory, etc. do you need? _____

_____

How will you store the business inventory? _____

_____