



OPENING A BUSINESS IN TUCKER?

- 1) Check with the Zoning Department prior to signing a lease or buying a property to ensure your intended use is permitted. (Email kthomas@tuckerga.gov or jechols@tuckerga.gov).
- 2) Obtain a building permit if you plan to do any exterior or interior construction. Please provide a copy of your *Certificate of Occupancy* or *Certificate of Completion* with your business license application.
- 3) Obtain a trade permit if you need to do electrical, mechanical, or plumbing work.
- 4) Review the *New Business Checklist* (tuckerga.gov/checklist) regarding what is required to submit with your business license application.
- 5) All businesses are required to obtain a city business license.
- 6) If you would like signs on your property, including signs painted on a building, you will need to apply for a sign permit.



**For more information, please contact Building & Permitting or Business Licensing:
TUCKER CITY HALL**

1975 Lakeside Parkway, Suite 350
Tucker, GA 30084
(678) 597-9040

Please note that the City of Tucker relies on DeKalb County for services such as water and sewer, fire, and addressing. Building permits and business licenses need to be reviewed by DeKalb County for compliance with their regulations and systems.

DeKalb Watershed Management is under a Federal Consent decree and therefore, their review times for water, sewer, and FOG often take longer than most other departments.

TUCKERGA.GOV



NEW AUTO BROKER BUSINESS CHECKLIST

***FREE NOTARY SERVICES PROVIDED AT CITY HALL ANNEX**

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 contact the Zoning Department with your business address and dominant business at jechols@tuckerga.gov .

Step 2: Verify whether your business will need a Certificate of Occupancy from the Community Development Department. They can be reached by emailing jechols@tuckerga.gov .

Step 3: Complete and submit all required forms and documentation to the Finance Department. The items listed below are required for a complete occupational tax certificate application:

Owner must apply in person

- If a representative of the business is applying, the business owner must provide them with a copy of their picture identification and a notarized letter authorizing said individual as a representative of the company

New Occupational Tax Certificate Application (completed, signed and notarized)*

- **Administrative Fee due at time of application with City of Tucker**

Copy of Signed Commercial Lease/Sales Agreement or Property/Warranty Deed

Complete Affidavit for Auto Brokers

- **Required if business is a corporation or LLC**

Copy of the first page of the Articles of Incorporation

- **Required if business is a corporation or LLC**

Zoning Confirmation received from Zoning Department

- **Submit the "Zoning Certification" application from the Georgia State Board of Registration of Used Motor Vehicle Dealers***
- **After Zoning confirmation letter is returned to the applicant, submit completed forms to Georgia State Board of Used Motor Vehicle Dealers**
- **When Georgia State Board of Used Motor Vehicles Dealer's license is issued, submit a copy to the City of Tucker Finance Department**

*** STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS & USED MOTOR VEHICLE PARTS DEALERS**

REQUIREMENT: CHECK WITH CITY/COUNTY AUTHORITIES TO BE SURE THAT YOUR ANTICIPATED BUSINESS LOCATION HAS MET ALL LOCAL ZONING AND RELATED LAWS. YOU MUST BE ABLE TO OBTAIN A BUSINESS LICENSE AT YOUR ANTICIPATED BUSINESS LOCATION, AND YOU MUST BE APPROVED FOR AN APPROPRIATE PERMANENT SIGN AT THE ANTICIPATED LOCATION. THE BOARD MAY REQUIRE PROOF OF YOUR APPROVAL FROM CITY/COUNTY AUTHORITIES TO ENSURE THAT YOU CAN MAINTAIN AN ESTABLISHED PLACE OF BUSINESS. FAILURE TO CHECK CITY/COUNTY ORDINANCES PRIOR TO APPLYING FOR A USED MOTOR VEHICLE DEALER LICENSE MAY LEAD TO DENIAL OF A LICENSE AND LOSS OF THE APPLICATION FEE.



NEW AUTO BROKER BUSINESS CHECKLIST

- Copy of Applicant's Identification**
 - Accepted Forms: Current/valid Passport, Driver's License, Military ID or State Issued ID
 - Permanent Resident Green Card – non-US citizens only, copy both sides, must be current
- SAVE Affidavit Verifying Lawful Presence and Private Employer Affidavit (Notarized)***
 - include six-digit E-Verify number when 10 or more employees

UPON RECEIPT OF YOUR COMPLETED APPLICATION (ALL CHECKLIST ITEMS ABOVE COMPLETED), THE CITY OF TUCKER LICENSING OFFICE WILL ROUTE THE APPLICANT TO DEKALB COUNTY DEPT OF PLANNING & SUSTAINABILITY FOR THE FOLLOWING:

- Watershed Management Backflow Inspection (Performed by DeKalb County)**
 - 330 W Ponce De Leon Avenue, 3rd Floor, Decatur, GA 30030
- Fire Life Safety Inspection/Certificate of Completion (Performed by DeKalb County)**
 - 330 W Ponce De Leon Avenue, 2nd Floor, Decatur, GA 30030

UPON SUCCESSFUL COMPLETION OF ALL ABOVE REQUIRED INSPECTIONS AND APPROVALS:

- Provide DeKalb County Sanitation Location Account Number (10 digit #) _____**
 - Submit a copy of the most recent sanitation invoice for your business
- Payment to The City of Tucker for Annual Business Occupational Tax (Business Check, Cash or Credit Card)**

Occupational Tax Certificates expire each year on December 31st and must be renewed annually.



City of Tucker

1975 Lakeside Pkwy, Ste 350
 Tucker, GA 30084
 678-597-9040
 www.tuckerga.gov
 licenses@tuckerga.gov

Temp ID#:

INSTRUCTIONS: Please complete all sections of this form. Return complete application along with all required document to the Finance Department.
 The State of Georgia requires a notarized SAVE and E-Verify to issue a valid business license.

All business licenses expire annually on December 31st. Business licenses must be renewed annually, on or before April 15th.

Business Tax Account Information

APPLICATION TYPE: NEW BUSINESS CHANGE OF ADDRESS CHANGE OF OWNERSHIP NAME CHANGE

1. Legal Name of Business		2. Trade Name (DBA)	
3. Business Location Address			3a. Space is: <input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Subleased/Shared
4. Mailing Address			5. Business Phone
5a. Business Website			5b. Type of Business <input type="checkbox"/> Home-Based <input type="checkbox"/> Commercial
6. On-Site Contact (if other than owner)		6b. Phone	6c. E-mail
7. Owner Name		7a. Owner Phone	7b. Owner E-mail
8. Type of Business: <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Owner <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other (please specify):		9. Six-digit NAICS # www.naics.com	10. FOR OFFICE USE Tax Class _____ Rate _____
11. Square footage of the building or suite?	11a. MOVE IN: <input type="checkbox"/> AS IS <input type="checkbox"/> with ALTERATIONS	12. Sanitation Location #	13. Business start date in City of Tucker:
14. Federal Employer ID# (FEIN)	<small>The Federal Employee Identification Number is required for business entity types except for Sole Proprietors. Assigned the Internal Revenue Service at http://www.irs.gov</small>	15. E-Verify # (4-6 Digits) / Date obtained <small>If 11 or more employees, please provide E-Verify number.</small>	
16. Estimated Gross Receipts	<small>All businesses are subject to Audit by the City of Tucker Department of Finance. If selected for audit, Pursuant to City Ordinance Chapter 16-30, businesses must attach a copy of their prior year tax return (IRS forms 1120, 1065, or Georgia Forms 500 through 700).</small>		17. Number of Employees

Routing Sheet Issued:

Occupational Tax Account

PLEASE LIST PRINCIPAL OFFICERS OF BUSINESS

18. Name	Address	Phone	SS# (Last 4 Digits Only)
19. Name	Address	Phone	SS# (Last 4 Digits Only)

Certification

The information herein is required by Section 16 27 in the Code of Ordinances of the City of Tucker.

I, 20. Full Name, being the 21. Title

of the business firm named, do hereby register to operate said business with the dominant business activity of 22. Primary Business Activity

Pursuant to the ordinance; the undersigned certifies that he/she is the person duly authorized by the business herein named to file this registration and application for a business license, including the accompanying schedules and statements, and that the same are true. The business license does not authorize the serving of alcohol. All applicable businesses must obtain a separate alcohol license. **A partnership requires both signatures.**

Applicant Signature	Title	Date
Applicant Signature	Title	Date

PENALTIES
 The City of Tucker shall assess a penalty in the amount of ten percent (10%) of the amount owed for each calendar year or portion thereof for:

- Failure to pay occupation taxes and administrative fees when due;
- Failure to file an application no later than April 30 of any calendar year, when the business or practitioner was in operation the preceding calendar year.

Delinquent taxes and fees are subject to interest at a rate of 1 percent per month.
 Issuance of a business occupational tax certificate is not to be considered as an approval of said business use and in no way confirms that said business meets the requirements of the City of Tucker Zoning Ordinance or the conditions of zoning approval.

Any incidence of "nonconformity" relating to the above zoning requirements will subject the certificate holder to possible revocation of the certificate.

Parcel ID #	Lot	District	Zoning District	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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The Zoning Enforcement Division processes business license applications to verify if a business can exist in the desired location. Zoning conducts research to verify that there is permitted use based on the district regulations. Some licenses may require site inspections or further research to determine approval, which will require additional days to review.

Permit Number:



1975 Lakeside Pkwy, Ste 350
Tucker, GA 30084
678-597-9040
www.tuckerga.gov
licenses@tuckerga.gov

Affidavit for Auto Brokers

Before the City of Tucker will sign and release a completed copy of the Georgia Secretary of State Zoning Certification Form for Used Motor Vehicle Dealers, Used Motor Vehicle Parts Dealer, or Auto Brokers, the applicant is required to verify understanding of the rules and regulations of auto brokers within the City of Tucker.

I, _____, intending to operate an auto broker at _____, understand that auto brokers in the City of Tucker are approved for office use only and that no cars may be sold or stored on site.

I, _____, understand that the City of Tucker classifies auto brokers differently from the state and therefore understand I have additional regulations to comply with.

I, _____, also understand that a City of Tucker Occupational Tax Certificate (business license) is required, in addition to the state license.

Signature of Applicant

Printed Name of Applicant

Printed Name of City Staff Member Who Witnessed Signature

Date



City of Tucker

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Systematic Alien Verification for Entitlements Program

(SAVE) Affidavit Verifying Lawful Presence within the United States

I, (print name) _____, swear or affirm under penalty of perjury that (check one):

- I am a United States citizen **(State of Federal Issued Photo ID)**
- I am a legal permanent resident of the United States **(Permanent Resident or Authorization Card)**
- I am a qualified alien or nonimmigrant under the Federal Immigration and Nationality Act 18 years of age or older lawfully present in the United States.

I am applying for the following public benefit (check one):

Alcoholic Beverage License for _____
Print Business Name

Alcohol Employee Pouring Permit

Occupational Tax Certificate

Door-to-Door Salesmen/Solicitors Permit

Other: _____

Public Benefit

Name of Business (if applicable)

X

SIGNATURE OF APPLICANT

*Must be signed in the presents of a Notary

ALIEN REGISTRATION NUMBER

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that the state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit.

E-Verify (PRIVATE EMPLOYER AFFIDAVIT)

The Georgia Department of Law is a registered participant in the federal work authorization program commonly known as E-Verify, and uses such program to verify employment eligibility of all employees hired on or after July 1, 2007

EMPLOYER DOES NOT EMPLOY MORE THAN TEN EMPLOYEES – Proceed to notary section

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation **employs more than ten employees** and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

FEDERAL WORK AUTHORIZATION USER IDENTIFICATION NUMBER

NAME OF PRIVATE EMPLOYER

DATE OF AUTHORIZATION

For more information on E-Verify: <https://www.e-verify.gov> or <https://law.georgia.gov/e-verify>

ALL APPLICANTS MUST SIGN BELOW, NOTARIZE, AND THEN RETURN THIS AFFIDAVIT WITH APPLICATION/PAYMENT TO OBTAIN YOUR BUSINESS TAX CERTIFICATE.

In making the above representation under oath, I understand that any person who knowingly and willfully making a false, fictitious, or fraudulent statement of representation in this affidavit shall be guilty of a violation of Code Section §16-10-20 of the Official Code of Georgia and face criminal penalties by such statute.

Executed on the _____ day of _____, 20____ in _____ (city), _____ (state)

Print Name and Title of authorized Officer or Agent

X

Signature of Authorized Officer or Agent *Must be signed in the presents of a Notary

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____.

Notary Signature

My commission expires: _____ / _____ / _____

NOTARY SEAL

Georgia Secretary of State
Professional Licensing Boards Division
Used Motor Vehicle Dealers License Application

ZONING CERTIFICATION

This is to certify that the property listed as:

DEALERSHIP NAME

OWNER

STREET ADDRESS

CITY, STATE, ZIP CODE

is currently zoned for use as a Used Motor Vehicle Dealer or Used Motor Vehicle Parts Dealer establishment in the county / city of _____ and that current zoning standards will allow a permanent sign on the property that apprises consumers of the dealership.

SIGNATURE OF ZONING COMMISSIONER

PRINTED NAME OF ZONING COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, _____

NOTARY PUBLIC

My Commission Expires _____

NOTARY SEAL

Requirements for Establishing Commercial Sanitation Service

All business license applicants must provide proof of sanitation service before a business tax certificate can be issued. All business applicants must provide their DeKalb County Sanitation Division account number and proof of sanitation service, which can only be obtained from the Sanitation Division’s administrative office, **3720 Leroy Scott Drive, Decatur, GA 30032**, Monday through Friday, from 7 a.m. – 6 p.m. All fees are approved and set by the DeKalb County Board of Commissioners and per the DeKalb County Solid Waste Code, Chapter 22, Sec. 22-28, Code 1976 6-3006. Each business owner or tenant/renter is required to provide the documentation below when establishing service, by visiting the Sanitation Division’s administrative office.

New Commercial Business Owner	Commercial Business Tenant/Lease	Change in Business Ownership
<ol style="list-style-type: none"> 1. New commercial business application (signed and approved by Sanitation Division staff only) 2. Photo identification: driver’s license/state identification/passport 3. Proof of ownership: deed, title, bill of sale or property tax statement 4. No outstanding sanitation debt associated with property 5. Prepayment dumpster delivery and removal fee of \$150 per dumpster, plus the first month’s collection service based on dumpster size and number of service days 	<ol style="list-style-type: none"> 1. New commercial business application (signed and approved by Sanitation Division staff only) 2. Photo identification: driver’s license/state identification/passport 3. Lease agreement: signed and notarized lease or deed; no subleases 4. Proof of responsibility for sanitation services: “stated in lease” or signed and notarized statement from property owner 5. Prepayment dumpster delivery and removal fee of \$150 per dumpster, plus the first month’s collection service based on dumpster size and number of service days 	<ol style="list-style-type: none"> 1. New commercial business application (signed and approved by Sanitation Division staff only) 2. Photo identification: driver’s license/state identification/passport 3. Proof of ownership: bill of sale, title or deed 4. Lease agreement: signed and notarized lease or deed; no subleases 5. Account must be current prior to establishing new account 6. Prepayment dumpster delivery and removal fee of \$150 per dumpster, plus the first month’s collection service based on dumpster size and number of service days

Please contact the Sanitation Division’s customer service team at (404) 294-2900 for more information.

Resolution of the City of Tucker, Georgia

To Provide for an Inclusive, Fair and Welcoming City

WHEREAS, the Mayor and City Council of Tucker recognize the importance of embracing our City's diversity; and

WHEREAS, the Mayor and City Council of Tucker desire to ensure that all persons within the City have equal access to employment, housing, and public accommodations; and

WHEREAS, it is the purpose and intent of the Mayor and City Council of Tucker to protect and safeguard the right of all persons to be free from all forms of discrimination in regard to employment, housing, and public accommodations; and

WHEREAS, the Mayor and City Council of Tucker affirm Federal laws and those of the State of Georgia that define illegal forms of discrimination, including case law decided by the Supreme Courts of the United States and the State of Georgia,

Now therefore be it Resolved, that the Mayor and City Council of Tucker adopt this Statement of Values providing for an inclusive, fair and welcoming City:

People of every sex, sexual orientation, gender identity, race, color, age, physical/mental ability or disability, national origin, religion or beliefs, marital status, familial status, veteran or military status, who seek its peace and prosperity, are welcomed and encouraged to reside, work, recreate and worship in the City of Tucker; and

Discrimination by any individual or organization, whether public or private, based upon any person's actual or perceived sex, sexual orientation, gender identity, race, color, age, physical/mental ability or disability, national origin, religion or beliefs, marital status, familial status, veteran or military status, will not be tolerated in the City of Tucker; and

The health, safety and welfare of the City of Tucker increases when we regard and treat each other with respect, kindness and love; and

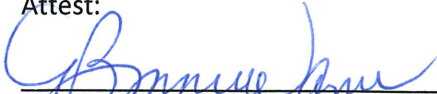
We add to the quality of life in the City of Tucker when we endeavor at every turn to gain understanding from our diverse backgrounds, experiences and individuality, and strength from our shared values of being inclusive, fair and welcoming.

Be it further resolved, the City Manager will cause this resolution to be distributed immediately through all communication channels operated by the City of Tucker; and

Be It further resolved, the City's Finance Director will ensure that a copy of this resolution be distributed to every holder of an Occupational Tax Certificate within the City of Tucker at least once per year.

So Resolved and adopted this 12th day of October 2021


Attest:



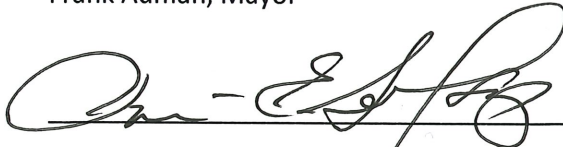
Bonnie Warne, City Clerk




Signed



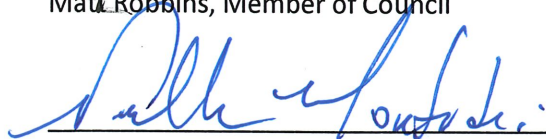
Frank Auman, Mayor



Pat Soltys, Member of Council



Matt Robbins, Member of Council



Noelle Monferdini, Member of Council



Anne Lerner, Member of Council



Michelle Penkava, Member of Council