

Business License and Occupational Tax Certificate Application
City of Berkeley Lake
4040 South Berkeley Lake Road
Berkeley Lake, GA 30096
Phone: 770-368-9484
Fax: 770-368-8810



Business Name _____

Business Address _____ Suite/Apt _____

Business Telephone # _____

Mailing Name _____

Mailing Address _____ Suite/Apt _____

City / State / Zip _____

Phone Number _____ Email Address _____

Owner/Registered Agent _____

Home Address _____ Suite/Apt _____

City / State / Zip _____

Home Phone Number _____

Federal Tax Identification Number (or Social Security Number) _____

Date Business Established in Berkeley Lake _____

of Full-Time Employees at this location (including yourself and other owners) _____

Average weekly hours of all employees working less than 40 hours a week _____

Type of Ownership Sole Proprietor Partnership Corporation

If corporation, please list date and state of incorporation _____

Describe your business: _____

If your occupation requires state licensure or registration, you have the option to pay the occupational tax based on the number of full-time equivalents or \$400 per practitioner. Please see the list on page 2 for examples of those who qualify.

Please check the one that applies: _____ Renewal _____ New Business*

I hereby certify that I have provided true, correct and complete information.

Applicant Signature _____ Date _____

Examples of practitioners that require state licensure or registration:

Architects	Chiropractors	Civil Engineers
Dealers of Motor Vehicles	Doctors	Electrical Engineers
Funeral Directors	Hydraulic Engineers	Landscape Architects
Land Surveyors	Marriage and Family Therapists	Mechanical Engineers
Optometrists	Osteopaths	Physicians
Podiatrists	Practitioners of Physiotherapy	Professional Counselors
Psychologists	Public Accountants	Social Workers
Veterinarians		

* A City of Berkeley Lake Certificate of Occupancy and Gwinnett County Fire Marshall Certificate of Occupancy must be provided prior to issuance of Occupation Tax Certificate unless this business location is a qualifying home based business as defined in the City of Berkeley Lake Ordinance 78-204, 78-206.

Note: If the business is a restaurant, a Gwinnett County Health Department Inspection is required prior to issuance of the Occupation Tax Certificate.

For a change of business type, a safety inspection is required to be conducted by the Building Inspector. Inspection Fee is \$75.

FOR CITY USE ONLY

Date Received/Postmarked: _____ **Receiving Staff Initials:** _____

Zoning Compliance

Signature: _____

Comments: _____

Date: _____

Building Inspection

Signature: _____

Comments: _____

Date: _____

Accounting Information:

Administrative Fee (Flat Fee of \$25): _____

Occupational Tax Calculation **[(# of FTE's - 2)X \$50]** = _____

Late Charge (if any) _____

Inspection Fee (if any) _____