2026 BUSINESS LICENSE RENEWAL APPLICATION



Dear Clarkston Business Owner/Manager:

It's time to renew your business license with the City of Clarkston. City staff will handle all renewals for 2026 Occupational/Business Licenses. Please verify that your business name and address are correct and that there have been no changes in ownership. If either the business name or ownership has changed, you will need to submit a new business license application.

There are two ways to submit your renewal application:

- By Mail: Send your application to the City of Clarkston, ATTN: Occupational Tax, 736 Park North Blvd., Ste. 120, Clarkston, GA 30021. Include a check or money order for \$130.00 to cover the Administrative Fee. After your file is reviewed, you will receive an invoice by email for any applicable occupational tax due.
- 2. **In Person**: Submit your application Monday through Friday, between 9:00 a.m. and 3:00 p.m., at the Clarkston City Hall Annex. Payment is due at the time of application submission.

Professionally classified businesses choosing to pay the flat tax may submit a total of \$530.00 (\$130.00 administrative fee + \$400.00 flat tax). Practitioner licensing will be verified.

Enclosed is the renewal application and the required documentation for renewing your annual business license. Before submitting your application, please verify that all forms are completed, all required documents are included, and the \$130.00 Administrative Fee is enclosed (if mailing). PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Business license applications are due to be submitted by December 31, 2025, with a grace period until March 1, 2026. If a licensee fails to apply for renewal of a business license by March 1, 2026, such license shall automatically be deemed suspended, and the licensee shall not be allowed to conduct business in the city until and unless such license is approved for renewal and all fees and penalties paid. Renewal is not a matter of right, and no person or entity shall have a vested right to a license or the renewal thereof. Any existing or new business that transacts business within the city without first paying the required occupation tax for the applicable calendar year shall be subject to a civil penalty in the form of a percentage of the tax owed, to be determined by the length of the delinquency.

We look forward to collaborating with all our local businesses in the year ahead.

Thank You!

*****IMPORTANT PLEASE READ***** *****Additional Documentation Required*****

Georgia Security and Immigration Compliance Act (O.C.G.A 50-36-1 through 3):

All businesses are now required to complete and return the "Affidavit Verifying Status of Benefit Applicant". This form must be completed in full, signed by an officer of the company, notarized and returned along with your completed renewal worksheet and payment in full. As specified on the Affidavit, you must also provide at least one "secure and verifiable" document with the completed Affidavit. Some examples of a secure and verifiable document are a current state issued ID, Driver's License or Passport.

Immigration Legislation (HB87) Passed on April 14, 2011: Effective July 1, 2013, any private company with more than 10 full-time employees, along with every public employer, regardless of its size, must register with the federal E-Verify program to check the legal status of new hires.

Remittance Information: Make your check payable to: **City of Clarkston** and mail it to City of Clarkston, ATTN: Occupational Tax, 736 Park North Blvd., Ste. 120, Clarkston, GA 30021.

NO LONGER CONDUCTING BUSINESS IN CLARKSTON?

If your business is no longer operating in Clarkston, please complete the **Affidavit: Business Sold or Terminated/Closed/Bankruptcy or Moved** form, indicating the date the business closed, was sold, or relocated. You can mail the completed affidavit to the City of Clarkston, or email it to the Clarkston Business License Department at tmitchell@cityofclarkston.com or idavis@cityofclarkston.com.

2026 Renewal Business License Checklist

Georgia Sales Tax Number of Retail Sales (All Retail Sales Businesses)
Georgia Secretary of State Business Name Registration
A Federal Employer Identification Number (Federal ID Number)
Legible Email Address
Submit \$130.00 Administration Fee with Application (in mailing application)
Copy Photo ID
Copy of 2024 Tax Return
Copy of the business entity's accounting system reports or schedules showing 2025 year-to-date or final sales, gross revenue or receipts. If providing year-to-date reports, please indicate the estimated final 2025 annual gross revenue for the entire 2025 year.
Copy of your previous year's license issued by the City of Clarkston

For Calendar Year 2026

	pen:	□Commercial S	□Corporation □LLC pace	eration:
Exact Description	on and Nature o	f Business:		
Business Nan				
				ber:
Business Own	ner Name:	 		
				ome Phone:
Owner's Soci	ial Security Nur	nber		D.O.B
Business Mar	nager:			
				or Past Five Years:
insert title) o file this applic		of the busing that this application.	less, do certify that I am the	(print name), being the person duly authorized by the business herein named lee to conduct business and that the license cannot be
Applicant Signatu	ure			Date
In making the abor	ove representatio ement or represe	ntation in an affida	derstand that any person wh avit shall be guilty of a violati ty),	no knowingly and willfully makes a false, fictitious, on of O.C.G.A. 16-10-20.
Signature of App	licant			Date
Printed Name	 			
Subscribed to an	d sworn before m	ne on this the		
		20		
	.y or	20	- '	
Notary Public				
			FOR OFFICE USE ONL	
				App Fee Pd:
To Code:	Code Ap	proved by:	Date Approved:	Comments Attached:
To P&Z:	P&Z Appr	oved by:	Date Approved:	Comments Attached:

Affidavit Verifying Status of Benefit Applicant **REQUIRED**

Pursuant to the Georgia Security and Immigration Compliance Act (O.C.G.A 50-36-1), effective July 1, 2007, every agency in **Clarkston** providing public benefits through any local program is responsible for determining the immigration status of citizen applicants for said benefits.

By executing this affidavit under oath, as an applicant for benefits, I am stating the following with respect to my application on for benefits from the City of Clarkston:

Select one of	of the below.				
		I am a United States cit	zen 18 years of age or older;		
	I am a legal permanent resident 18 years of age or older;				
I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, 18 years of age or older and lawfully present in the Unite States. My alien number issued by the U.S. Department of Homeland Security or other federal immigration agency is					
	gned applicant also herel 0-36-1(e)(1), with this aff		provided at least one secure and verifiable document, as required by		
The secure a	and verifiable document p	provided with this affidavit ca	n best be classified as:		
(Please enclo	se legible copy of docum	ent with Affidavit.)	-		
			any person who knowingly and willfully makes a false, fictitious, or y of a violation of O.C.G.A. 16-10-20.		
Executed in		(City),	(State).		
Signature of	Applicant	Date			
Printed Nam	e	-			
Subscribed t	o and sworn before me o	on this the			
	_ Day of	20			
Notary Public	c	_			
My Commiss	sion Expires:				

FORM REQUIRED* This form must be completed and returned with a copy of your secure and verifiable document, your Clarkston Occupational Tax Renewal, and payment. Failure to return the completed Affidavit with your renewal and payment will delay the issuance of your occupational certificate

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d) **REQUIRED FORM**

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

	Please check only one: On January 1st of the below-signed ye than ten (10) employees 1.	ar, the individual, firm, or corporation er	nployed more
***	If you select Section 1(A), please fill out Secti	on 2 and then execute below.	
(B)	On January 1st of the below-signed ye or fewer employees.	ar, the individual, firm, or corporation er	nployed ten (10)
*** If	f you select Section 1(B), please skip Section	2 and execute below.	
applicable	2. loyer has registered with and utilizes the fede e provisions and deadlines established in O.C nat its federal work authorization user identifica	C.G.A. § 36-60-6. The undersigned priva	ate employer also
Name of I	Private Employer		
Federal V	Work Authorization User Identification Numbe	r	
Date of A	Authorization		
	declare under penalty of perjury that the fo		(State)
 Signatu	re of Authorized Officer or Agent		
Printed	Name and Title of Authorized Officer o	r Agent	
	RIBED AND SWORN BEFORE ME S THE DAY OF	, 20	
NOTARY	Y PUBLIC		
My Com	nmission Expires:		

FORM REQUIRED* This form must be completed and returned with your Clarkston Occupational Tax Renewal and payment. Failure to return this completed Private Employer Affidavit with your renewal and payment will delay the issuance of your occupational certificate.

BUSINESS OCCUPATIONAL TAX RENEWAL CALCULATION WORKSHEET

FAILURE TO SUBMIT APPLICATION AND FEES ON OR BEFORE DECEMBER 31, 2025

	WILL RESULT IN PENALTI	E5.
BUSINESS NAME:	INDUSTRY DE	SCRIPTION:
MAILING ADDRESS.		
EMAIL ADDRESS		
SIC CODE:	FEE CLASS:	FEE RATE:
•		TINUED DATE, SIGN AND RETURN THIS FORM.
For Professional Practitioners (If electing Professional Flat Tax When electing to pay a flat fee, p	- Enter \$400 on line 4 below	,
Submit Gross Receipt Totals ON and you will be emailed an invoice		will calculate any Occupational Tax Owed
Gross Receipts for Prior Year:		
 Actual Gross Receipts from 2024 (provi 	de IRS Tax Return)	(1)
2. Projected Gross Receipts for 2025 (Pro	vide P/L Statement)	(2)
Gross Receipts for Current Year:		
	000 ¢	\$20,000 - (2)
5. Estimated Annual Gross Receipts for 20	(First \$20,000 in Gross Receipts is Exe	- \$20,000 = (3)(Cannot be less than \$0.00)
4. Professional Flat Tax (ONLY)		(4)
5. Administrative Fee (ALL BUSINESSES	PAY)	(5) \$ 130.00
6. Penalties (See Chart Below)		(6)
Jan 20 through Feb 15, 2026		
Feb 16 through Apr 15, 2026	10%	
Apr 16 through Oct 15, 2026 Oct 16 through Jan 15, 2026	15% 20%	
More than one year	30%	
7. Total Amount Due (Add Lines 4 - 6)		(7)
		Norksheet, along with a check or money ord ccupational Tax • 736 Park North Blvd., Ste. 1
I hereby swear under penalty of perjury that complete. I understand that the issuance of	at the information reported on this work the Occupational Tax Certificate does	ksheet is to the best of my knowledge true, correct and not permit the business to operate unless the business to of Georgia ordinances and regulations

is properly zoned and in compliance with all applicable City of Clarkston and State of Georgia ordinances and regulations.

I understand that if it is determined that my occupational license requires board certification; I must submit a copy of that board certification along with my renewal. I understand that failure to supply this documentation could result in a delay of the issuance of my Occupational Tax Certificate. I also understand that if I do not complete and return the "Affidavit Verifying Status of the Applicant" and the "Private Employer Affidavit" this will result in a delay of the issuance of my Occupational Tax Certificate.

Printed Name:	Title	Email:	