



**3. LOCAL BUSINESS CONTACT PERSON (for commercial located businesses only)**

(a) Full Name: \_\_\_\_\_  
**MUST BE A GWINNETT COUNTY RESIDENT**

(b) Home address: \_\_\_\_\_  
Street Number Street Name  
\_\_\_\_\_  
City State Zip Code Phone

**4. SOLE OWNER / PRESIDENT / CEO / MEMBER OF LLC/ PARTNER:**

(a) Full Name: \_\_\_\_\_

(c) Mailing Address: \_\_\_\_\_  
Street Number Street Name  
\_\_\_\_\_  
City State Zip Code Phone

**5. FOR PARTNERSHIP:**

(a) Date the Partnership was Formed: \_\_\_\_\_

(b) List Partners:

*Name* *% Ownership*

1: \_\_\_\_\_

Home address: \_\_\_\_\_  
Street Number Street Name  
\_\_\_\_\_  
City State Zip Code Phone

*Name* *% Ownership*

2: \_\_\_\_\_

Home address: \_\_\_\_\_  
Street Number Street Name  
\_\_\_\_\_  
City State Zip Code Phone

**6. FOR CORPORATION:**

- (a) Corporation Name: \_\_\_\_\_
- (b) Date of Incorporation: \_\_\_\_\_
- (c) List Officer Name and Position as filed with the Georgia Secretary of State:

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_

**7. FOR LIMITED LIABILITY COMPANY, L.L.C.:**

- (a) Name of L.L.C.: \_\_\_\_\_
- (b) Date of organization: \_\_\_\_\_
- (c) List Members:

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_

8. FEDERAL TAX ID # \_\_\_\_\_ OR LAST FOUR DIGITS OF THE SS#  
FOR THE SOLE OWNER / OFFICER / PARTNER / SOLE MEMBER \_\_\_\_\_
9. DESCRIBE LINE OF WORK: \_\_\_\_\_
10. PROJECTED GROSS REVENUE FROM CUSTOMERS IN GEORGIA: \$ \_\_\_\_\_
11. NUMBER OF EMPLOYEES AT THIS LOCATION: \_\_\_\_\_
12. GEORGIA SALES AND USE TAX NUMBER. \_\_\_\_\_

**I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT AND CONTAINS NO FALSE OR FRAUDULENT INFORMATION. IN ADDITION, I UNDERSTAND MY BUSINESS LOCATION MUST CONFORM TO ALL GWINNETT COUNTY ORDINANCES, RULES AND REGULATIONS. FURTHERMORE, I UNDERSTAND NON-COMPLIANCE WITH ANY GWINNETT COUNTY ORDINANCE, RULE OR REGULATION WILL RESULT IN NON-RENEWAL OF THE BUSINESS / OCCUPATION CERTIFICATE FOR THIS BUSINESS.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Sole Owner/President/CEO/Managing Member/Majority Partner

Check List for Attachments

- [ ] Attach a copy of drivers license (home based business)
- [ ] Attach a copy of signed lease agreement and Certificate of Occupancy (commercial based business). If subletting you must also provide written approval from property owner.
- [ ] Attach original notarized U.S. Citizen / Qualified Alien Affidavit with a front and back copy one secure and verifiable document for identification. You can find a list of secure and verifiable documents at [www.law.ga.gov](http://www.law.ga.gov) under the "Key Issues" tab.
- [ ] Attach original notarized E-Verify private employer affidavit.
- [ ] Attach a copy of your state license if your profession/occupation is regulated by any state licensing board.
- [ ] Attach a copy of your Georgia Secretary of State corporate papers if this business is a corporation or LLC.