Forsyth County Business License Division
Short Term Rental Business License

Welcome! We are delighted that you have chosen Forsyth County to conduct your business.

Short Term Rentals are only permissible in A1 (agricultural) or Ag-Res (agricultural residential) zonings with an approved Conditional Use Permit (CUP). The short term rental business license application must be submitted with the short term rental license application and all other required documents.

Attach and provide copies of all applicable documents according to your business:
Incomplete applications will not be accepted.

- Federal Identification Number (*irs.gov*)
- Georgia Sales Tax Number (*dor.ga.gov*)
- Registered Trade Name/DBA (*forsythclerk.com*)
- Corporation or LLC Papers (*sos.ga.gov*)
- Copy of CUP approval letter
- Copy of verifiable document (see below) - **provide copy**

The state required affidavits on pages 4 and 5 must be completed and notarized. Affidavits verifying residency status as referenced in O.C.G.A. § 50-36-1(e)(2) and § 36-60-6(d) require **a secure and verifiable document such as a driver's license, passport, permanent resident card, etc.**

Payments by check are made payable to Forsyth County in the amount due at the time of submittal. Please note, there is a $25.00 returned check fee if the payment cannot be processed. We also accept cash, money order, or Visa & MasterCard.

New Applications may be mailed to our office or submitted in person.(will not be accepted via email)

Business licenses are valid through the calendar year in which they are applied for. All business licenses will expire on the last day of December each year.

Should applicants have any questions or need assistance, please contact our office from 8:30 am to 5:00 pm, Monday through Friday, or visit our website at www.forsythco.com.

For a complete list of definitions, please see our Short-term Rental Ordinance.

Forsyth County Business License Division

Short Term Rental Business License Application

The short term rental business license application must be submitted with the short term rental license application and all other required documents. Each completed application must provide a copy of the CUP approval letter.

Applicant Information

Type of ownership: (check one) Partnership: ☐ LLC: ☐ Corporation: ☐ Sole Proprietor: ☐

Date of Application: _____ Name of Applicant: _____

Name of Business: _____

Rental Phone: _____ DBA/Trade Name: _____

Rental Property Address: _____ STE: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ STE: _____ City: _____ State: _____ Zip: _____

Property Owner Name: _____

Property Owner Address: _____ City: _____ State: _____ Zip: _____

Owner Email: _____ Owner Phone: _____

Name of Additional Owner(s): _____

Description of Business: _____

_____

Please provide copies of the documents below (if applicable)

Federal ID Number: _____ Georgia Sales Tax Number: _____

Fee Schedule

Number of Owners: _____

Number of Employees: _____

Total Number of Owners and Employees _____

Please use the tables below to calculate your fee

New applications submitted on or prior to June 30th will use the following table:

1	$125.00
2	$200.00
3-9	$212.50 + $12.50 per employee over 3
10-99	$287.50 + $15.00 per employee over 9
100-499	$1,637.50 + $17.50 per employee over 99
500+	$8,637.50 + $20.00 per employee over 499

New applications submitted on or after July 1st will use the following table (must be received within 30 days of application date to receive pro-ration):

Number of Employees	
1	$87.50
2	$125.00
3-9	$131.25 + $6.25 per employee over 3
10-99	$168.75 + $7.50 per employee over 9
100-499	$843.75 + $8.75 per employee over 99
500+	$4,343.75 + $10.00 per employee over 499

* Penalties and interest for applications received 30 days after commencment date, shall not be waived.

Amount Due: _____

Applicant Certification

I, _____, being the _____ of the business entity listed above, declare that the information contained in this application is true and correct to the best of my knowledge. I understand that the business license expires on December 31, and should be renewed annually by the end of the grace period, being March 31. I understand it is the responsibility of the business owner to maintain a current and active Business License and occupational tax certificate.

Signature of Applicant: _____ Date: _____

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

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs **fewer than eleven employees** and therefore, is not required to register with and/or utilize 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.

Printed Name of Exempt Private Employer: _____ Signature: _____

Applying on Behalf of/Name of Associated Business: _____

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

Executed on this ____ day of _____, 20___ in _____(City), _____ (State)

Notary Stamp

Signature of Notary _____ Date: _____

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

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 ID Number _____ Authorization Date _____

Printed Name of Private Employer: _____ Signature: _____

Applying on Behalf of/Name of Associated Business: _____

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

Executed on this ____ day of _____, 20___ in _____(City), _____ (State)

Notary Stamp

Signature of Notary _____ Date: _____

Affidavit Verifying Residency Status of an Applicant as Required by the Georgia Security and Immigration Compliance Act Pursuant to O.C.G.A. § 50-36-1 (f)(1)

By executing this affidavit under oath, as an applicant for a Forsyth County, Georgia Occupational Tax Certificate or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for a public benefit (check box below):

☐ Occupational Tax Certificate (Business License)

Please check one:

☐ I am a United States Citizen

☐ I am a legal, permanent resident of the United States

☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

The secure and verifiable document such as a copy of a photo identification, driver's license, passport, permanent resident card, etc., provided with this affidavit can best be classified as: _____

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 shall by guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed on this ____ day of _____, 20___ in _____(City), _____ (State)

Signature of Applicant: _____Printed Name of Applicant: _____

Applying on Behalf of/Name of Associated Business: _____

Notary Stamp

Signature of Notary _____ Date:_____

Definitions

Business means any person who, within the unincorporated areas of the county, engages in or causes to be engaged in and/or represents himself to be engaged in any occupation or activity with the object of gain, benefit or advantage either directly or indirectly. Any person advertising by any means, including but not limited to signs, cards, circulars and newspapers, that he is engaged in any business of any kind shall be liable for the appropriate occupation tax required under this article and the appropriate fee therefore.

Owner means a person that holds legal and/or equitable title to private property.

Property means a residential legal lot of record on which a short-term rental is located.

Number of Employees means all owners, the local contact person, and any other employees.

Short term rental means an accommodation for transit guests, rented for the purpose of overnight lodging for a period of less than (30) days. For the purposes of this definition, a short-term rental shall include all housing types but shall exclude Bed and Breakfast Inns and Boarding Houses, as they are defined by the Unified Development Code.

Business Tax Registration means a business license. This business license is obtained from the revenue collection office after the requisite occupation tax and/or regulatory fees has been paid to the revenue collection office. The phrase "business tax registration" and "business registration" are used interchangeably in this article.