



Forsyth County Business License Department  
(678) 455-9888 | [www.forsythco.com](http://www.forsythco.com)

## Business License Renewal Application

PLEASE READ THIS PAGE IN ITS ENTIRETY

This application applies to business accounts with no changes to the following:

- Business physical location
- Business owner
- Type of ownership
- Federal Identification Number

Note to applicant: If any of the above has changed, you could be required to complete a new application.

Please attach **UPDATED** copies of items that apply to your business:

- State License (with renewed expiration date)
- GA Sales Tax Number (if you are now selling product, but you were not previously)
- Certificate of Liability Insurance (for sign companies only – with renewed expiration date)

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. Applications submitted without the required documents or payment will be returned.

**Applications may be mailed to our office or walked-in. Our address is located at the bottom of the page.**

Once your completed application is received in our office, we will process and mail out your business license/occupational tax certificate.

If the business has closed, please submit a Closing Business Application completed by the owner to our office so that we may close your account.

**If the signee is different from the previous year, please submit a Residency Affidavit along with photo ID attached to this application. This form can be found on the Business License page on our website at [www.forsythco.com](http://www.forsythco.com).**

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, though we do allow for a 90-day grace period through March 31<sup>st</sup> of the following year to renew without penalties and interest being added. Renewals not received in our office by 5:00 pm on March 31<sup>st</sup> are considered late and are subject to penalties and interest. **We do not accept postmarks.**

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](http://www.forsythco.com).



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**Business License Renewal Application**

**Applicant Information**

Business License Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Name of Business/DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_ STE: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ STE: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Georgia Sales Tax Number: \_\_\_\_\_

**Fee Schedule**

Number of Full Time Employees: \_\_\_\_\_  
*Owners, partners, members are all considered employees*

Number of Part Time Employees: \_\_\_\_\_  
*Average weekly hours of employees who work less than 40 hours shall be added together and divided by 40 to produce full time position equivalents. Round to nearest whole number.*

Total Number of Employees: \_\_\_\_\_

Number of Employees	TOTAL DUE
1	\$100.00
2	\$175.00
3-9	\$187.50 + \$12.50 per employee over 3
10-99	\$262.50 + \$15.00 per employee over 9
100-499	\$1,612.50 + \$17.50 per employee over 99
500+	\$8,612.50 + \$20.00 per employee over 499

**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.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_