



City of Fairburn

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Fairburn, GA 30213
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www.fairburn.com

Welcome

The City of Fairburn welcomes your business to our city. This information is provided as a courtesy to the public to help assist in establishing and conducting a business in the City.

Occupational Tax Certificate

The current method of taxation on businesses located within Fairburn city limits is our occupational tax, also referred to as a "business license". Municipalities are authorized by State of Georgia to collect a tax on businesses both for revenue and regulation. The City of Fairburn Business Regulation and Taxation can be found in [Chapter 14 of the Fairburn Code of Ordinances](#).

City law states that all persons, sole proprietors, firms, corporations, partnerships, non-profits, or any other form of business organization engaged in or operating any business, trade, profession or occupation in the City of Fairburn are required to register their business or office with the City; pay the tax or fee, and obtain an Occupational Tax and/or Regulatory Fee, or Occupational Tax Exemption Certificate each calendar year for said business, trade, profession, or occupation.

Home Business

Home-based businesses are allowed in the city limits if the home merely serves as the base of operations and the activity does not create any traffic or noise, does not involve customers at the home, and there are no identifying signs. The use of the residential property for business purposes requires the completion of the home occupation application. Please note that some residential properties may have further restrictions under homeowner association covenants or apartment leases.

Regulated Occupations

The City of Fairburn allows certain regulated occupations as defined by [Chapter 14-25\(d\)](#) in the City Ordinances. These businesses are charged a regulatory fee.

Alcohol License

Any business that sells or serves beer, wine, distilled spirits, and/or other alcoholic beverages is required to obtain an occupational tax certificate and a [City of Fairburn Alcohol License](#) as well as a license from the State of Georgia. Licenses are required to be renewed annually. For more information, please contact Wendy Brown at wbrown@fairburn.com or 770-964-2244 ext.117.

Professional Licenses: O.C.G.A §36-60-6(c)

Before the City of Fairburn issues an occupational tax certificate to any person engaged in a profession or business required to be licensed by the state under [Georgia Code Title 43](#), the person shall provide evidence of such licensure. Examples of such required licenses are: accountants, architects, cosmetologists, general contractors and electricians, medical professionals, and used car dealers. For more information or a complete list of occupations subject to professional licensure, please visit the Secretary of State website at <http://www.sos.ga.gov/> or call the office at 1-478-207-2440.

Federal Work Authorization Program: (E-VERIFY) O.C.G.A §36-60-6(d)

Based on the number of employees that your business has, you may be required to provide that you are using the federal work authorization program, E-Verify, or evidence that this code section does not apply to your business.

Systematic Alien Verification for Entitlements (SAVE): O.C.G.A §50-36-1

All persons applying for or renewing an occupational tax or regulatory fee certificate in the City limits shall be required by law to complete and submit to SAVE verification.

Tax Exempt Certificate

City of Fairburn bases Occupation Tax amounts due by gross receipts of a business location. If you believe that your business is exempt from paying occupational taxes, please obtain and complete the application for an occupational tax exemption certificate. A \$50 administrative fee is required (unless the exemption is due to non-profit status).

Fees

The fee for an occupational tax certificate is based on the type of business (activity performed) and estimated gross receipts. There is a \$50 administrative fee per certificate. The minimum amount of occupational tax due for any single company is \$50 and the maximum is \$15,000.

Certain professionals are eligible to pay a flat fee of \$400 rather than a fee based on gross receipts. Examples of eligible practitioners of professions, as defined by O.C.G. A§48-13-9, are listed on the occupational tax certificate application.

Fees for Regulated business vary. The list of regulatory businesses and fees are located on page three of this document. This information can also be referenced in individual sections of the City of Fairburn Code of Ordinance.

Please note that all Businesses found to be operating within the City limits without a current certificate shall be subject to penalties and interest as allowed by state and local law, as well as subject to receiving a citation which requires appearance in the municipal court.

Acceptable Forms of Payments

The City of Fairburn accepts cash, business checks, personal checks, and cashier checks made payable to City of Fairburn as well as all major credit cards. Payments cannot be made over the phone or online.

Posting of License

Once received, all occupational tax, regulatory fee, alcohol licenses or exemption certificates are to be displayed at the business location. Kindly post your licenses or certificates in a conspicuous place on the business premises which is open to the public viewing.

Renewals

Once you receive an occupational tax certificate, regulatory fee or exemption certificate, a courtesy renewal notice will be mailed to you by October 1st each year. Renewal fees are based on exact gross receipts for the prior year. All renewals are due by December 1st and are considered delinquent after December 31st. **Failure to receive a renewal notice does not relieve the business of responsibility to renew the occupation tax certificate.** Alcohol licensing runs from January 1st to December 31st of each year. Renewal paperwork for all alcohol licenses will be mailed out on October 1st.

Profit and Loss Statements

The City of Fairburn will require a profit and loss statement for the business at the time of renewal. [Chapter 14-43](#)

Change Request

Any business wishing to close, move, change ownership, or change name should complete and submit the change request form, which can be found on the City's website or at City Hall. Occupational tax, regulatory fee certificates and alcohol licenses are nontransferable. Any business changing ownership shall be required to reapply and obtain a new occupational tax certificate and, if applicable, an alcohol license. Any business moving to a new location within the City limits shall pay an administrative fee of \$50 for re-processing, zoning approval and issuance of a new occupational tax certificate.

Signage

In order to preserve the aesthetic beauty of the City and protect the safety of our residents, the City has adopted and maintains [sign regulations](#), which is Article XII of the City's Zoning. Businesses interested in posting any signs, whether temporary, wall/window, or monument, should review the sign ordinance to ensure compliance and apply for the correct permit on the website or with Planning and Zoning located at 26 W. Campbelltown Road Fairburn, Georgia 30213. If you have any questions, please call 770-964-2244 ext. 121.

Obtaining an Occupation Tax Certificate

To obtain an occupation tax certificate, an occupational tax application must be completed in full and submitted to the occupational tax clerk at City Hall. Applications for commercial and home-based businesses are available in person or on the website. All business activities require zoning approval through our Planning and Zoning Department. Please note that additional approvals may be required from various State or County agencies depending on the type of business. For information please contact the Occupational Tax Clerk, Wendy M. Brown by email at wbrown@fairburn.com or call 770-964-2244 ext.117.

Verify Business Location is inside Municipal City Limits

Prior to submitting an application, verify that the physical address of your business is within Fairburn city limits. Post office boxes can be used for mailing addresses but not business location. For verification, contact City Hall or Planning and Zoning at 770-964-2244 to have your location confirmed. **You only need one occupation tax certificate to conduct business; if you are within city limits, you do NOT need to get a certificate from Fulton County.**