



# CITY OF FOREST PARK

**Department of Finance**  
745 Forest Parkway  
Forest Park, Georgia 30297  
(404) 366-4720 fax (404) 608-2344  
[www.forestparkga.org](http://www.forestparkga.org)

**Michael Blandenburg**, Director

## Occupational/ Business Tax Certificate Application

Welcome to the City of Forest Park. We look forward to working with you. If you are a new business in the City of Forest Park you are required to have a current occupational/ business tax certificate in order to conduct business within city limits. Below are some items we recommend each new business should look into to ensure your business is in compliance with City Ordinances. Please refer to our website for additional information.

**Step 1:** Please contact the Zoning Department at 404-608-2300 with your business address and dominant business activity to determine if your business location is in the proper district for your type of business. This will help reduce applications denied due to improper zoning.

**Step 2:** Complete and submit all required forms and documentation to the Business License Department to obtain your Occupational/ Business Tax Certificate. Please contact the Business License Department at 404-366-4720 or email at [tbyrd@forestparkga.org](mailto:tbyrd@forestparkga.org) to determine if additional documentation is required for your business. All forms and documents are also on our website at [www.forestparkga.org](http://www.forestparkga.org) under the Business License section. To acquire an occupational tax certificate please follow the instructions below. The items listed below are needed to complete an occupational tax certificate application.

**Step 3:** The Fire Marshal's Office will contact you to schedule an appointment for an inspection upon receiving paperwork. Upon approval from the Fire Marshal, the Zoning Department will contact you to schedule an appointment for the Building Inspector to conduct the final inspection. The Certificate of Occupancy is issued and the original copy is delivered to the Business License Department. The Business License Clerk will advise the applicant of the cost of the license and license may be picked up at City Hall or mailed.

### **Required for all applicants:**

- New Occupational Tax Certificate Application
- Affidavit Verifying Status Form
  - #1 U.S. Citizens: Georgia Driver's License, Passport, or Military ID
  - #2 Legal Permanent Residents: Georgia Driver's License and either Permanent Resident Card or Employment Authorization Card
- E-verify Affidavit
- Copy of applicant's identification
  - A valid/ current passport, Georgia Driver's License or Military ID
- Payment for the correct fee amount
  - Checks made payable to City of Forest Park

### **Optional depending on business type:**

- ✓ Copy of Health Inspection report with the grade and/ or fire inspection report
  - Restaurants, Tattoo Parlors, & Hotels
- ✓ Copy of Professional License
  - Only if applicable: Attorney's, Physicians, CPA's, Cosmetology, etc.
- ✓ Copy of Georgia Agriculture Certificate
  - Only if applicable: Convenience Stores, etc.
- ✓ Copy of the Certificate of Incorporation
  - Only needed if business is a Corporation or LLC