



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

OCCUPATION REGISTRATION

CALENDAR YEAR _____ PERMIT # _____

BUSINESS NAME: _____

LOCATION: _____

MAP# _____ PARCEL# _____

TYPE OF BUSINESS: _____ ZONED: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE: _____ FAX: _____

FEDERAL TAX ID# _____ GA SALES TAX # _____

Number of Employee: _____ Full Time _____ Part Time _____

Date business began in Putnam County _____

Solid Waste Contractor: _____

New Registration _____ Letter of Intent (Describe type of business) _____

Renewal _____

Transfer of Location _____

DOCUMENTS NEEDED:

- Copy of State License (If applicable)
- E-Verify & SAVE Documents Confirmation Form
- E-Verify Affidavit or E-Verify Exemption Affidavit (Required with initial application only)
- SAVE Affidavit Pursuant to O.C.G.A. (If submitting a copy of driver's license we must have a copy of the front and back of license.)

SOLE PROPRIETORSHIP _____ PARTNERSHIP _____ CORPORATION _____

If Partnership, please provide names & addresses of all partners.

If corporation, please provide names of officers and corporate address.

OWNER'S NAME _____

ADDRESS: _____

PHONE: _____

I hereby certify that I am the owner of the above business and that the above information is true and correct.

Signature of Registrant _____ Date: _____

FOR REGISTRATION PURPOSES ONLY

THIS IS NOT AN OCCUPATION/BUSINESS LICENSE OR APPLICATION FOR LICENSE.

OFFICE USE ONLY

FEES PAID: \$138.00 CK _____ CASH _____ CREDIT CARD _____ RECEIPT# _____

EXPIRES: _____

Inspected by: Building Inspector/Fire Marshall _____ Date: _____

Approved by: P&D Director _____ Date: _____

PUTNAM COUNTY PLANNING & DEVELOPMENT



117 Putnam Drive, Suite B ♦ Eatonton, GA 31024
706-485-2776 ♦ 706-485-0552 fax
www.putnamcountyga.us

SAVE Affidavit

(U.S. Citizens are only required to provide this affidavit one time)

By executing this affidavit under oath, as an applicant for a Putnam County ,Georgia Occupation Registration/Home Occupation Registration as referenced in O.C.G.A. § 36-60-6, from the Putnam County Planning and Development, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

Please check one box only

- 1) ☐ I am a United States citizen
- 2) ☐ I am a legal permanent resident of the United States
- 3) ☐ 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 also 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 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 be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant: _____

Printed Name: _____

Date _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public Signature: _____

Affix Notary stamp/seal here

My Commission Expires: _____

PUTNAM COUNTY PLANNING & DEVELOPMENT



117 Putnam Drive, Suite B ♦ Eatonton, GA 31024
706-485-2776 ♦ 706-485-0552 fax
www.putnamcountyga.us

E-Verify Exemption Affidavit **(For Businesses that have 10 or less employees)** **(Required with initial application only)**

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.

Name of Business: _____

Address: _____

City, State, Zip Code: _____

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

Executed on the _____ day of _____, 20____ in
_____ (city), _____ (state).

Signature of Authorized Officer or Agent: _____

Printed Name and Title of Authorized Officer or Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public Signature

My Commission Expires: _____

Affix Notary Stamp/Seal here

PUTNAM COUNTY PLANNING & DEVELOPMENT



117 Putnam Drive, Suite B ♦ Eatonton, GA 31024
706-485-2776 ♦ 706-485-0552 fax
www.putnamcountyga.us

E-Verify Affidavit **(For Businesses that have more than 10 employees)** **(Required with initial application only)**

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:

E-Verify Number (must be a number between 4 and 6 digits): _____

Date of Authorization: _____

Name of Business: _____

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

Executed on the _____ day of _____, 20____ in
_____ (city), _____ (state).

Signature of Authorized Officer or Agent: _____

Printed Name and Title of Authorized Officer or Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public Signature

My Commission Expires: _____

Affix Notary Stamp/Seal here



The information requested in this form is for public safety purposes only. Frequently emergencies (i.e. burglary, fire, etc.) occur at business establishments after hours and it is imperative emergency personnel have the ability to contact business owner or employees. Information regarding hazardous materials will also be of great assistance to fire personnel in the event of a fire on the premises. This information will be kept on file at the Sheriff's Office and only used when necessary for official emergency purposes.

Howard R. Sills, Sheriff

Business Name: _____

Street Address: _____

Business Telephone No.: _____

Does Business have an alarm system? Yes _____ No _____

Name of Alarm Service: _____

Telephone No. of Alarm Service: _____

Does Business have video surveillance cameras? Yes _____ No _____

Are hazardous materials (flammables, incendiaries, munitions, explosives, or biohazards) stored on business premises? Yes _____ No _____

If yes, please list all hazardous materials:

Please provide location within building/premises where these materials are stored:

Name of electric utility company providing service to business: _____

Name of natural gas/propane gas vendor providing service to business: _____

List of after hours contacts to be called in the event of an emergency at the business location:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone No.: _____

Telephone No.: _____

Name: _____

Name: _____

Address: _____

Address: _____

Telephone No.: _____

Telephone No.: _____

DECAL NUMBER