

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
706-485-5826 ♦ 706-923-2345 fax ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

## LODGING PERMIT INFORMATION

Before anyone can operate rooms, lodging or accommodations in Putnam County, they must obtain a Lodging Permit.

Each month, the permit holder is required to mail the monthly report (*even if no rent is collected for the month*) along with the tax due to Putnam County.

Your application package includes the following:

1. Information Page
2. County's application (2 pages)
3. Letter of Agency
4. Verification of Lawful Presence within the United States Affidavit
5. Private Employer Affidavit
6. Copy of the County's Hotel/Motel Ordinance

The following must be submitted before we can consider your application:

1. Completed application (2 pages signed and notarized)
2. Letter of Agency (if applicable)
3. Verification of Lawful Presence within the United States Affidavit (signed and notarized)
4. Private Employer Affidavit (signed and notarized)
5. Copy of Valid Driver's License
6. Application Fee of \$350.00
  - a. The \$350.00 fee is payable via our online payment portal (credit cards and ECH Checks) at <https://client.pointandpay.net/web/putnamcountyboce> or by mailed in check payable to Putnam County Board of Commissioners

**The application will not be accepted without all of the above documents.**

The annual fee shall be paid at the time application is made for the permit. No permit will be issued until all required information has been submitted and approval has been received from the Board of Commissioners Chairman, Tax Commissioner and County Clerk.

The entire application package and complete instructions can also be found on the county web site [www.putnamcountyga.us](http://www.putnamcountyga.us).

## RENEWALS

Lodging permits are renewable annually by December 31<sup>st</sup>.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR PERMIT IS RENEWED.**

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## APPLICATION FOR LODGING PERMIT IN PUTNAM COUNTY, GEORGIA

(A separate rental certificate shall be required for each place of business)

1. **Date of Application:** \_\_\_\_\_
2. **For Calendar Year:** \_\_\_\_\_
3. **Type of Permit – please check one:**  
☐ New      ☐ Renewal
4. **Annual Permit Fee per Establishment, \$350.00**
5. **Type of Lodging:**  
☐ Hotel      ☐ Motel      ☐ Inn  
☐ Bed & Breakfast      ☐ Boarding House      ☐ Other \_\_\_\_\_
6. **Business:**  
Business Name \_\_\_\_\_  
DBA Name (if applicable) \_\_\_\_\_  
Location Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Parcel Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
7. **Owner Information:**  
Full Legal Name \_\_\_\_\_  
Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
8. **Managing Agent (if applicable):**  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**9. Who to contact if there are questions regarding the application:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**10.** Applicant agrees that the permit applied for by him/her shall not, when granted, become a civil contract between the applicant and the governing authority of the County, but shall operate purely as a permit to the applicant, and said permit may be revoked by the Board of Commissioners of said County at any time.

**11.** Applicant hereby acknowledges his/her duty to collect a hotel/motel tax and remit same to the County Clerk monthly on or before the 20<sup>th</sup> day of each succeeding month in which such taxes are collected. **Report is due (even if no rent is collected for the month) on or before the 20<sup>th</sup> day of the following month.**

**12.** Applicant herewith tenders the sum of \$350.00 as the permit fee on the business proposed to be conducted by the applicant. Applicant asks that he/she be granted a permit to operate the aforesaid business.

I, \_\_\_\_\_, solemnly swear, subject to the penalties for false swearing as provided under Georgia Law, all information required in this application and supporting documents for a permit to operate rooms, lodgings, or accommodations regularly furnished for value in Putnam County, Georgia is true and correct to the best of my knowledge and I fully understand that any false information may cause the denial or revocation of said permit. I further state that I have received a copy of Chapter 54 of the Putnam County Code of Ordinances, have reviewed it and understand the requirements and am authorized to make application for said permit.

\_\_\_\_\_  
Print full name as signed below

\_\_\_\_\_  
Signature of Owner or Agent\*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**\*If signed by the Agent, a "Letter of Agency" must be included with the application.**

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (SEAL)

*The written application for a lodging permit on file with the Board of Commissioners shall be a permanent record which the permit holder must maintain current with correct information at all times. The failure to maintain a current application shall be grounds for revocation of a lodging permit.*

\_\_\_\_\_  
**(For Putnam County Office Use Only)**

Name of Business \_\_\_\_\_

Payment Received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt # \_\_\_\_\_

Approval: (please sign appropriate line below)

Tax Commissioner \_\_\_\_\_ Date \_\_\_\_\_

County Clerk \_\_\_\_\_ Date \_\_\_\_\_

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## LETTER OF AGENCY FOR LODGING PERMITS

I/We, the undersigned owner(s) of real property located in Putnam County, Georgia, hereby appoint  
\_\_\_\_\_ to be my/our Agent for the purpose  
of applying for a Lodging Permit for the following address:

\_\_\_\_\_  
\_\_\_\_\_

Attached hereto is proof of current ownership of the property to which this Letter of Agency applies.

The above named Agent hereby is authorized to complete and sign the application for a Lodging Permit on our behalf. We understand that this Letter of Agency will be attached to and made part of the application and will be relied upon by Putnam County. For and in consideration of Putnam County accepting this Letter of Agency, we hereby indemnify and hold harmless Putnam County and its agents and/or employees in the event that the above named agent should misuse this Letter of Agency and we suffer damages as a result.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Property owner(s):

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public (SEAL)

## Verification of Lawful Presence within the United States



By executing this affidavit under oath, as an applicant for a Lodging Permit, as reference in O.C.G.A §50-36-1, from the Putnam County Board of Commissioners, the undersigned applicant verifies one of the following with respect to my application for a public benefit: **(please only check one)**

- 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 (Driver's License, State Issued ID, or Passport), as required by O.C.G.A §50-36-1 (f) (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 of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

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

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

**Section 1. Please check only one:**

(A) \_\_\_\_\_ On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees<sup>1</sup>.

\*\*\* If you select Section 1(A), please fill out Section 2 and then execute below.

(B) \_\_\_\_\_ On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

\*\*\* If you select Section 1(B), please skip Section 2 and execute below.

**Section 2.**

**The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:**

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

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

**Executed on \_\_\_\_\_, \_\_\_\_\_, 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

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.



## PUTNAM COUNTY CODE OF ORDINANCES

### Chapter 54 - TAXATION<sup>[1]</sup>

Footnotes:

--- (1) ---

**Cross reference**— Any ordinance providing for local improvements and assessing taxes therefor saved from repeal, § 1-4(9); administration, ch. 2; finance, § 2-211 et seq.; businesses, ch. 22.

Related laws references— Homestead exemption, art. III; homestead exemption for persons 65 or older, art. IV.

**State Law reference**— Limitation on taxing power of municipalities and counties, Ga. Const. art. IX, § II, ¶ VIII; taxation power of municipal and county governments, Ga. Const. art. IX, § IV, ¶ I.

### ARTICLE I. - IN GENERAL

Secs. 54-1—54-30. - Reserved.

### ARTICLE II. - HOTEL-MOTEL EXCISE TAX<sup>[2]</sup>

Footnotes:

--- (2) ---

**State Law reference**— County hotel/motel occupancy tax, O.C.G.A. § 48-13-50 et seq.

Sec. 54-31. - Levied; rate.

The board of commissioners of the county hereby levies an excise tax pursuant to O.C.G.A. § 48-13-51(b) upon the furnishing for value to the public of any rooms, lodging or accommodation furnished by any person or legal entity for operating a hotel, motel, inn, lodge, tourist camp, tourist cabin or any other place in which rooms, lodging or accommodations are regularly furnished for value in the amount of eight percent of the charge to the public for such rooms and furnishings.

(Ord. of 10-3-1995; Amend. of 7-21-2015; Ord. of 3-15-2016(2))

Sec. 54-32. - Expenditure for promotion of tourism, conventions and trade shows.

- (a) The board of commissioners pursuant to O.C.G.A. §§ 48-13-51(b)(5)(A), 48-13-51(b)(6) shall expend in each fiscal year during which the tax is collected an amount equal to four and one-half percent of the collected tax for the purpose of promoting tourism, conventions and trade shows. Any amounts expended as provided in this section shall be expended through a contract with a private sector nonprofit organization. A private sector nonprofit organization shall meet the criteria under O.C.G.A. § 48-13-50.2(3).
- (b) In each fiscal year during which a tax is collected pursuant to this code section, an amount equal to not less than 50 percent of the total amount of taxes collected that exceeds the amount of taxes that would be collected at the rate of five percent shall be expended, pursuant to O.C.G.A. § 48-13-51(b)(5)(B), for tourism product development.

(Ord. of 10-3-1995; Amend. of 7-21-2015; Ord. of 3-15-2016(2))

Sec. 54-33. - Budget plan to be adopted; audit; beginning date for collection.

- (a) The county shall prior to each fiscal year in which the tax is imposed adopt a budget plan specifying how the expenditure requirements will be met as required in O.C.G.A. § 48-13-51(a)(1)(A). The authorized entity with which the county contracts shall furnish its budget for expenditures it shall make prior to adoption of the county budget.
- (b) The county audit each year shall reflect whether the requirements of O.C.G.A. § 48-13-51 have been met.
- (c) The first month of collection under this revised article shall be effective June 1, 2015.

(Ord. of 10-3-1995; Amend. of 7-21-2015)

Sec. 54-34. - Collection procedures.

- (a) It shall be the duty of every operator of a qualifying facility within the unincorporated areas to collect the tax imposed in this article.
- (b) All taxes levied by this article shall be due and payable to the county clerk monthly on or before the 20th day of every month next succeeding each month in which such taxes are collected. The county clerk shall furnish the required forms for reporting the tax.
- (c) Payment in full shall be accompanied by a return for the preceding calendar month period showing the gross rent, taxable rent, amount of tax collected and such other information as may be required by the county clerk.
- (d) A collection fee will be allowed to reporting operators collecting the tax levied. The rate of the deduction shall be the same rate authorized for deductions from state sales tax under O.C.G.A. title 48, chapter 8. Each operator collecting a tax under this article shall keep all records, receipts, invoices and other pertinent papers setting forth the rental charge for each occupancy and such other information as the county clerk may require.

(Ord. of 10-3-1995)



Sec. 54-35. - Enforcement of collection; powers of clerk/treasurer.

The clerk/treasurer shall administer and enforce the provisions of this article for the collection of the tax imposed in this article, and in doing shall have the following powers:

- (1) To examine, or authorize the examination of, the books, papers, records, financial reports, equipment and other facilities of any operator renting guestrooms to persons subject to the tax, in order to verify the accuracy of any return made, or if no return is made the operator, to ascertain and determine the amount required to be paid;
- (2) To require the filing of reports by any persons having in their possession or custody information relating to rentals of guestrooms which are subject to the tax levied in this article; and
- (3) To allow a credit on any amount due and payable from persons who paid the tax levied in this article, but who were erroneously or illegally subjected thereto.

(Ord. of 10-3-1995)

Sec. 54-36. - Court action.

At any time within three years after any tax or any portion of such tax required to be collected becomes due and payable, the county attorney may bring an action in a court of competent jurisdiction in the name of the county to collect such amount due together with interest, court fees, filing fees, attorney's fees, and other legal fees incident thereto.

(Ord. of 10-3-1995)

Sec. 54-37. - Liability of hotel operator.

If any hotel operator becomes liable for any amount required to be paid by this article and subsequent thereto sells out his business or quits the business, the successors or assignees of such operator shall withhold a sufficient amount of the purchase price to cover such amount due. If the purchaser of the business fails to withhold the required amount, he shall become personally liable therefor to the extent of the purchase price.

(Ord. of 10-3-1995)

Sec. 54-38. - Penalty for violation of article.

Any operator or other person who fails to register as required in this article, or who fails to furnish any return required to be made, or who fails or refuses to furnish a supplemental return or other data required by the clerk-treasurer, or who renders a false or fraudulent return shall be deemed guilty of an offense and, upon conviction, shall be punished as provided in section 1-13.

(Ord. of 10-3-1995)

Secs. 54-39—54-70. - Reserve