PUTNAM COUNTY BOARD OF COMMISSIONERS

117 Putnam Drive, Suite A ◊ Eatonton, GA 31024
706-485-5826 ◊ 706-923-2345 fax ◊ www.putnamcountyga.us

LODGING PERMIT INFORMATION (FOR NEW APPLICATIONS)

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:

a) Information Page
b) County's application (2 pages)
c) Letter of Agency
d) Public Safety Information form
e) SAVE Affidavit
f) E-Verify Affidavit *if you have more than 10 employees you must complete this affidavit*
g) E-Verify Exemption Affidavit
h) Copy of the County's Hotel/Motel Ordinance

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

a) Completed application (2 pages signed and notarized)
b) Letter of Agency (if applicable)
c) Public Safety Information form
d) SAVE Affidavit (signed and notarized)
e) E-Verify Affidavit **OR** E-Verify Exemption Affidavit (signed and notarized)
f) Copy of Valid Driver's License
g) Application Fee of $25.00

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. All forms can be filled out on your computer, then printed, signed, and turned in.

RENEWALS

Lodging permits are renewable annually by December 31st. As a courtesy, by November 15th each year, we will send you an application, a copy of our hotel/motel ordinance and instructions on how to renew your permit. 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 Certificate – please check one:**

   ☐ New ☐ Renewal

4. **Annual Permit Fee per Establishment, $25.00**

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 _____

   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 20th 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 20th day of the following month.

12. Applicant herewith tenders the sum of $25.00 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 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)

PUBLIC SAFETY INFORMATION

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 owners or employees. Information regarding hazardous materials will also be of great assistance to fire personnel in the event of a fire on the premises.

Business Name: _____

Street Address: _____

Business Telephone Number: _____

Does Business have an alarm system? Yes ☐ No ☐
Name of Alarm Service: _____
Telephone Number 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: _____
Address: _____
_____
Telephone #: _____

Name: _____
Address: _____
_____
Telephone #: _____

Name: _____
Address: _____
_____
Telephone #: _____

Name: _____
Address: _____
_____
Telephone #: _____

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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 Lodging Permit as referenced 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 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 statue.

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: _____

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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 Individual or 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 Owner, Authorized Officer or Agent: _____

Printed Name and Title of Owner, Authorized Officer or Agent: _____

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

_____

Affix Notary Stamp/Seal here

Notary Public Signature

My Commission Expires: _____

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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 or Individual: _____

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 Owner, Authorized Officer or Agent: _____

Printed Name and Title of Owner, Authorized Officer or Agent: _____

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

_____ Affix Notary Stamp/Seal here
Notary Public Signature

My Commission Expires: _____

Chapter 54 - TAXATION[1]

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[2]

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