

Certificates are typically issued within 7-10 business days of submitting all required documentation

- Application\* (attached)**-must be completed and signed by a qualified applicant
  - SAVE affidavit\* (attached)**-must be completed, signed by a qualified applicant and notarized
  - E-Verify affidavit\* (attached)**-one side of the affidavit must be completed, signed by a qualified applicant and notarized
  - Applicant's Secure and Verifiable document (i.e. driver's license)\***
    - Visit the Attorney General Office's Website for a list of acceptable documents <http://law.ga.gov/>
    - to submit electronically – email to [jprater@hiram-ga.gov](mailto:jprater@hiram-ga.gov)
  - Immigration Documentation (if applicant is other than a U.S. Citizen)** -documentation from the US Department of Homeland Security must be submitted
  - Home Office Compliance Acknowledgement Form\*** (if operating from a residence)
  - Sign Affidavit**
  - Applicable Fee**-we accept cash, check or money order, payable to "City of Hiram"
  - Routing Sheet (attached)** (if operating from other than a residence) – this is an application for a certificate of occupancy; obtain Zoning sign off first, at City Hall
  - Certificate of Occupancy (if operating from other than a residence)**-contact Paulding Building and Permitting Department at (770)443-7571; if a home daycare, contact the Fire Marshal for an inspection
  - Registration from the Georgia Secretary of State (if a corporation or LLC)**-contact the SOS at (404)656-2817
  - Trade Name Registration (if doing business by any other name than your given name or corporation/LLC name)**-contact Paulding County Clerk of Superior Court at (770)443-7527
  - Any License affiliated with the occupation/business** (i.e. Food Service Permit, State Builder's License, etc.)
    - Paulding County Environmental Health (770)443-7877 (food service permits, tattoo artist licensing, etc.)
    - Georgia Secretary of State (478)207-2440 (Builders, Electricians, Salons, Nail Technicians, Used Car Dealers, etc.)
  - NAICS (North American Industry Classification System) Code**-visit [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics) to obtain
- \*must be from the same qualified applicant**

#### Other Helpful Phone Numbers

Federal Tax ID 1(800)829-4933 | State Sales & Use Tax (877)423-6711 | Daycare Licensing (404)651-7182 | Fire Marshal (770)222-1160