



City of Riverdale

Doing Business Guide

The City of Riverdale is an exciting and ideal place to consider starting or expanding a business. The City wants to ensure that your experience and your business relationship with us is successful for many years to come. Thank you for considering The City of Riverdale in your business ventures.

This guide is a resource tool designed to provide a New Business candidate an overview of the new business application process and some of the City's ordinances, rules, and regulations. This is not in any way a complete listing of all the ordinances, rules, and regulations for the City of Riverdale. To review a complete listing of the city ordinances go to the city website at www.riverdalega.gov and follow the prompts to the City of Riverdale Municipal Code.

I. Secure Zoning Information for your Business Location:

It is recommended prior to buying or leasing business space that your business discuss the business location and lines of business with our Zoning Department. It is important that your business meet current zoning regulations and observes current ordinances.

Contact Zoning @ (770) 909-5472 for your property's zoning information.

II. Business Application Process:

First obtain a New Business Application by visiting Business Services at 971 Wilson Road, Riverdale GA 30296 or downloading from the City of Riverdale website www.riverdalega.gov. (There are businesses which require additional application documentation). Our personnel will advise you further if these documents are needed for your business).

1. Next complete your business certificate application in its entirety.
2. There is an affidavit within your application that will need to be notarized. Notary is available at no cost in our office. When having a document notarized you will need to be present and have a valid state issued picture I.D.
3. Next submit your New Business Application along with your nonrefundable administrative fee of \$75.00 to the Business Services Department located at 971 Wilson Road, Riverdale GA 30296.
4. Once the New Business Application is submitted, the internal process begins:
 - a. Application is reviewed by the Zoning Department for approval or denial. If the type of business and/or its location does not conform to existing zoning designation requirements; 'Zoning' personnel will contact the applicant.
 - b. Commercial business locations are required to have an on-site building inspection of the premises. Business Services will contact you at the phone number provided on your application to set-up the on-site business building inspection.
 - c. Once the business passes the building inspection (commercial businesses only), we will contact the business by email with information to contact the Clayton County Fire Marshal's Office to set-up the business fire inspection (fee for this inspection is \$100.00 dollars, charged and paid to Clayton County Fire Department). During this time, we will also be sending you an invoice for the businesses business certificate fees.



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- d. Once the Fire Inspection is completed provide a copy of the approved inspection to Business Services at 971 Wilson Road, Riverdale GA 30296 along with any additional required documents such as state license(s) if they have not already been provided. Pay the business certificate fees and the business will be issued the business certificate.
- e. Once all is completed and we issue your business certificate you are ready to open your business.

III. Additional Important Information:

HOME OCCUPATION INFORMATIONAL

PLEASE BE ADVISED: In submitting a Home Occupation application you agree to meeting the following provisions, conditions, and restrictions:

1. Location. Home occupations shall be conducted only within the principal residential structure, not garages.
2. Use of premises. An area equal to not more than 25 percent of the floor area of the principal structure area may be utilized for home occupational purposes.
3. Employees. Only members of a family residing on the premises may be regularly employed on the premises in pursuit of the business, trade or occupation or profession.
4. Visibility of merchandise. No merchandise shall be displayed in such a manner as to be visible from off the premises.
5. Outdoor storage. No outdoor storage of any items related to the business, trade, profession, or occupation shall be allowed in connection with any home occupation.
6. Maintenance of residential character. No alteration of the residential character of the premises may be made, and the home occupation shall not be allowed to create a nuisance or to create any undue disturbance.
7. Noise. No business, trade, profession, or occupation shall qualify as a home occupation if the pursuit of such generates noise which is audible beyond the property lines of the property upon which the premise is located.
8. Vehicles.
 - a. No business delivery may be made to the premises of a home occupation by any common carrier.
 - b. For purposes of this paragraph, the term "common carrier" shall include any delivery vehicle having more than two axles.
9. Vehicle limitations. No more than one passenger vehicle displaying advertising related to the business, trade, profession, or occupation carried on the premises may be parked on or about the premises at any one time. Off-street parking must be provided on paved surfaces.
10. Storage or parking of equipment. Except as allowed by item 16. below, no business, trade, occupation or profession otherwise qualifying as a home occupation shall be permitted to park or store any vehicular or motorized equipment, including, but not limited to, trucks, vans, tractors, earth-moving equipment, construction vehicles, trailers or like items used in the conduct of such business on the premises.
11. Chemicals. No business, trade, occupation, or profession which would otherwise qualify as a home occupation may store any chemical not normally used for common household purposes on the premises.
12. Inspections. As a condition for the granting of an occupation tax permit to a home occupation, the licensee agrees that the city shall conduct the following:
 - a. Prior to issuance of the occupation tax permit, the applicant must allow the necessary inspections and obtain a pre-zoning certification from the community development and general services department; and



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- b. At any time after issuance of the occupation tax permit, the applicant must permit city inspections during normal business hours for the purpose of determining whether the provisions of the City Code are being complied with.
13. Occasional use. The occasional use of portions of the premises for the receipt of telephone calls of consultation with clients or the maintenance of a home office by an employee or owner of a business which maintains an active office location in a properly zoned area shall not require an occupation tax permit for a home occupation, provided that all the other limitations of this section shall control.
14. All persons, occupants, and businesses, as those terms are defined elsewhere in this Code, operating a business, occupation, trade or profession in a residence, except as provided in subparagraph 16. below, shall annually obtain an occupation tax permit from the community development and general services department. The costs and other rules associated with the occupation tax permit are those set forth in ordinance(s) of the City Code governing occupation tax permits. Failure to obtain the required occupation tax permit shall subject the violator to those penalties set forth in the ordinance(s) of the City Code governing occupation tax permits.

Inspections of Financial Records.

Business Services Division may inspect the financial records for businesses that operate within the City. When requested, businesses will have thirty (30) days to submit the requested documents to the Department. Failure of submission of such books or records within 30 days shall be grounds for revocation of the occupation tax permit currently existing to do business in the City. If, after examination of the books or records, it is determined that a deficiency occurs as a result of under reporting, interest at the maximum rate allowed by law will be assessed for the period delinquent. If, after subsequent examinations of the books or records, it is determined that a deficiency occurs as a result of under reporting, then a penalty of ten percent and interest at the maximum rate allowed by law shall be assessed as per O.C.G.A § 48-2-40. Upon demand by the Department, it shall also be the duty of any person holding an occupation tax permit from the City to furnish, during regular business hours at the person's place of business, all books of account, invoices, papers, reports and memoranda containing entries showing amount of purchases, sales receipts, inventory and other information, from which the correct business tax classification of the business may be ascertained and from which the correct amount of tax to which the business is subject may be determined, including exhibition of bank deposit books, bank statements, copies of sales tax reports to the state of Georgia, copies of Georgia Income Tax Reports and Federal Income Tax Reports. It shall be the duty of any person holding an occupation tax permit from the City to secure, preserve, maintain, and keep for a period of three years the records and documents enumerated and referred to above.

Commercial Advertising Signs

Commercial advertising signs require approval and an application process. This includes all outdoor/exterior advertising signs. Contact the Community Development Department for sign questions at (770) 909-5486. Application for signage will need to include:

1. Detailed drawing(s) with measurements describing the size of the desired sign.
2. Detailed description outlining the wording of the sign, purpose of the sign, and the materials of which the sign will be constructed.
3. Drawing or photo illustrating the physical location of the sign.



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4. Copies of the application for the Sign Permit and the associated regulations and ordinances can be obtained at the Community Development Department. You must obtain a Business Certificate in conjunction with receiving a sign permit.
5. In several situations, any changes to the building or grounds, it will be the responsibility of the business owner or applicant to permit the plans with the Community Development Department for review and approval. The applicant will be required to submit detailed architectural plans and drawings for review and approval.

I. Q & A

1. What is a Business Certificate?

A business certificate is issued to all types of businesses, taxable and non-taxable by address location on an annual basis for doing business within the city limits of Riverdale. This certificate is evidence only that your business is an active business in The City of Riverdale. Other permits or certificates may be required to open your business and a separate business certificate is required for each branch location of your business.

2. Who is required to have a Business Certificate?

Any location that conducts business in or is based within the city limits of Riverdale must obtain a Business Certificate. Conducting business in the City without a certificate can result in penalties, notice of violations, and court actions.

3. Do I need a Business Certificate if I work out of my home?

Yes. Businesses operating out of the home require a Business Certificate and must comply with the City's Zoning Ordinance. The Zoning Ordinance regulates types of home-based businesses and the way they may operate.

4. Do I need a Business Certificate if I work in a salon, beauty shop, barber shop on a booth rental agreement?

Yes. Businesses operating out of a salon, beauty shop, barber shop and where a booth rental/contractual agreement exist are required to obtain a Business Certificate and must comply with the City's Zoning Ordinance. The owners of the establishments that operate booth rentals/contractors are required to inform their tenants that are not employees to acquire a business certificate. Failure could initiate the issuance of citations to the business owner and the tenant.

5. How long is this Business Certificate good for?

Your business certificate is current from the time you receive it until September 1st .

6. Do I need a Business Certificate even if I conduct business on a part-time basis?

Yes. Even if you conduct business part-time a business certificate is required.

7. I just purchased a business. Can I use the Business Certificate from the previous owner?

No. A business certificate cannot be transferred or re-assigned. As a new owner, you need to apply for a business



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certificate in your name.

8. What if I have more than one business or more than one location?

If you own more than one business, a separate business certificate is required for each business and for each location.

9. What exactly are “gross receipts”?

Gross Receipts are the total revenue of the business or practitioner for the entire year of business.

10. Will the City notify me when to renew my Business Certificate?

Yes, we will notify businesses before the final renewal date by mail. If for any reason you do not receive your renewal application by August 31st of the current year contact our office at (770) 909-5482.

11. When do I need to renew my Business Certificate?

All renewals are on an annual basis and require renewal each year by September 1. Even though your renewal is considered past due after September 1 your business is given a 90-day grace period to renew the business certificate through December 31.

12. How much will the Business Certificate Cost for a new business?

- a. Twenty-five dollars - \$25.00 Zoning Administrative Fee.
- b. Fifty Dollars - \$50.00 Occupational Tax Administrative Fee on applicable businesses.
- c. Occupational Tax: calculation of this fee is based upon the estimate of gross receipts and tax rate and, thereafter each year on the business renewal on applicable businesses. This fees minimum is one hundred dollars \$100.00 and up.
- d. Business Regulatory Fee: one hundred dollars \$100.00 on applicable businesses.

13. What about selling food?

If selling or preparing food as a restaurant is a part of your business, you must apply for a health permit from the Clayton County Environmental Health Department in addition to obtaining a business certificate from the city.

14. What if I close or sell the business?

Your certificate is NOT automatically canceled. We need to hear from you. You may send written notification or come in person to our office at 971 Wilson Rd. Riverdale GA 30296. Please be prepared to provide the date the business closed or sold and the name of the new owner, if applicable.

15. What is an Alcohol License?

An Alcohol License is what you pay each calendar year for license to sell alcoholic beverages within the City of Riverdale.

16. Who is required to have an alcohol license?

Any person who conducts business in or is based within the city limits of the City of Riverdale and sells alcoholic beverages must obtain an Alcohol License. Conducting business for the sale of alcoholic beverage in the City of Riverdale without a



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license can result in penalties, notice of violations, and finally, court action.

17. Do I need an Alcohol License even if I conduct business on a part-time basis?

Yes. Even if you conduct business on part-time or limited bases, you are required to obtain a current Alcohol License.

18. Is Commercial Sanitation required at commercial locations?

Commercial sanitation must be applied to every commercial business in the city limits. Some locations the property owner may pay it but in other locations the business owner may be responsible. It is always best to check with the Public Works Sanitation at (770) 909-5491.

If you have any further questions or concerns, kindly contact our office at (770) 909-5482.

The information contained within this guide may change from time to time as ordinances and/or fees are subject to be revised.