

**DOCUMENTS NEEDED TO ISSUE CITY OF CORDELE
OCCUPATION TAX CERTIFICATE
BUSINESS PERMIT
PROFESSIONAL LICENSE**

Completed Application Attached
SAVE Affidavit Attached (Must be notarized)
E-Verify Private Employer Affidavit Attached (Must be notarized)
Copy of Lease on Business Location (If applicable)
Copy of State of Georgia Certificate of Organization
Copy of State of Georgia Articles of Organization

GENERAL

If **Retail** must have proof **Sales Tax Number**
Certificate of Occupancy – Contact City of Cordele Codes Jack Wood (229) 276-2913
Lin Mercer (229) 276-2911
If **Convenience Store/Grocery Business MUST** have **Dept. of AG Safety Permit**
Contact Haleigh Goodroe 470-825-6580

VENDORS/PEDDLERS - \$200.00

Written permission from land owner or manager to set up at the location
If using closed in tent contact City of Cordele Codes (229) 273-3102
Contact Jack Wood (229) 276-2913 or Lin Mercer (229) 276-2911
Food Vendors-Food Service Permit Issued through West Central Health District (706) 321-6170
Contact Ben Harold (229) 276-2680
License will expire Dec 31st must have written permission per occurrence

CONTRACTORS

Copy of Georgia State License (If applicable)
Certificate of Liability Insurance listing City of Cordele P O Box 569 Cordele GA 31015
as additional interested party or Surety Bond
**If no GA Occupation Tax Certificate based on Gross receipts Certificate will be
issued per tax based per job.**

DAYCARE CENTER

State Certified/Private (6 Children or Less)
Certificate from State (Bright from the Start)
CPR Certification
Certificate of Occupancy-Contact City of Cordele Codes
Jack Wood (229) 276-2913 or Lin Mercer (229) 276-2911
Background Check
List of Employees (Background Check on each employee)

RESTAURANT

Food Service Permit – West Central Health District (706) 321-6170
Contact Benjamin Harold – (229) 276-2680
Certificate of Occupancy – City of Cordele Codes (229) 273-3102
Contact Jack Wood (229) 276-2913 or Lin Mercer (229) 276-2911
Grease Trap Document & Backflow Preventer Approval – City of Cordele Utility Control &
Treatment Dept Contact Debbie Wright or Teddy Hubbard (229) 273-2829

FUNERAL HOME

Copy of State Establishment License
Copy of State Embalmer's License
Certificate of Occupancy – City of Cordele Codes (229) 273-3102
Contact Jack Wood (229) 276-2913 or Lin Mercer (229) 276-2911
Georgia Sales Tax Number