

DEPARTMENT OF
DEVELOPMENT SERVICES
1113 Usher Street, Suite 201
Covington, Georgia 30014
Phone (678)-625-1659
Fax (770) 784-2118



NEWTON COUNTY OCCUPATIONAL TAX/BUSINESS LICENSE
NAME/ADDRESS CHANGE FORM

Occupational Tax/Business License Number: _____ Date: _____

Applicant's Name _____ Telephone: (_____) _____ - _____

Applicant's Signature _____

A \$5.00 processing fee is due at the time of submittal.

Occupational Tax/Business License Name Change:

You may change the business name on your Occupational Tax/Business License if the new name does not indicate a change in entity and you are currently licensed.

NOTE: Do not complete the "Name Change" form for the following:

- 1) A change of ownership or reorganization (must file a new license application).
- 2) To dissolve a current occupational tax/business license and start a new business.

Current Business Name: _____

New Business Name: _____

Current Mode of Operation: __Sole Proprietor __*Corporation __*LLC

*Changing the Business Name to include a LLC. or Inc. requires a copy of your corporation paperwork from the Secretary of State's office. If you are simply adding a "DBA" to the existing corporate name, this is not necessary.

Occupational Tax/Business License Address Change:

Current Business Address: _____

Note: Do not complete the "Address Change" form if the current or proposed business address is zoned commercial, you must file a new Occupational Tax/Business License application.

New Business Address: _____

Note: If you do not own the home of the above address, you must provide with this form, a notarized letter of permission from the property owner giving you permission to operate a business from his/her home.