



City of Johns Creek
 Revenue
 11360 Lakefield Drive
 Johns Creek, Georgia 30097
 (678) 512-3242
 www.johnscreekga.gov

Change of Address for Occupation Tax Certificate

(Please select one of the following)

- Change/Move of Business to Commercial Address - \$30.00 (*Zoning Verification Fee*)
(Make checks payable to the City of Johns Creek)
- Change/Move of Business to Residential Address - \$0.00 (*Initial Acknowledgement below*)

Business Name & Contact Information		Control Number:		License Number:	
Business Name/DBA				Business Telephone	
Previous Location Address		Suite/ Unit	City	State	Zip Code
New Address & Contact Information (Provide <u>Signed Lease With Change of Address Form</u>)					
Business Telephone		Industry Description – <i>brief description of primary business activity</i>			
New Location Address		Suite/ Unit	City	State	Zip Code
Commercial Lease Information					
Term of Lease(Years): _____ Total Sq. Footage: _____ Starting Monthly Lease Amt: _____					
Lease Start Date: _____ Lease End Date: _____ Date Signed : _____					
Mailing Address		Suite/ Unit	City	State	Zip Code

Residential Address Acknowledgement: As an applicant for a home-based occupation tax certificate, I have received a copy of Article 4.12 of the City of Johns Creek Zoning Ordinance entitled “Home Occupation.” I have read and understand these provisions and understand I must comply with this section and all sections of the Johns Creek Zoning Ordinance and all other codes and ordinances as established by Mayor and City Council. I understand that failure to adhere to these regulations may result in revocation of the occupation tax certificate.

Initial: _____

By signing below, I hereby certify, under penalty of perjury, that statements made herein are to the best of my knowledge true and correct.

 Signature of Applicant Print Name of Applicant Title Date

REVENUE STAFF USE: Initials: _____ Amount Due: _____ Amount Paid: _____
 Balance Due: _____ Receipt #: _____