

## Downtown Development Revolving Loan Fund (DD RLF)

The purpose of the Downtown Development Revolving Loan Fund (DD RLF) is to assist cities and counties in implementing quality downtown development projects.

Eligible Applicants are municipalities with populations of 50,000 or less or counties proposing projects in municipalities with populations of 50,000 or less.

Funds were authorized to be used for the DD RLF by the Georgia General Assembly beginning with fiscal year 2000. The Georgia Department of Community Affairs (DCA) administers the DD RLF and makes loans to eligible applicants. Eligible applicants may, with DCA approval, loan DD RLF funds to downtown development authorities, for-profit or not-for-profit organizations, or other eligible sub-recipients. DCA staff reviews all loan requests and DCA sets terms for each approved loan application depending on project needs.

The loan limit is \$250,000 per project. At its discretion, DCA may decide to lend an amount less than the amount requested in an application.

## Economic Development Revolving Loan Fund (RLF)

The goal of this program is the creation and/or retention of jobs, primarily for low and moderate income persons in the City of Waycross by providing financial assistance to existing businesses and/or "start up" ventures where the City's involvement is necessary for the projects viability.

This program is designed to assist small service, commercial and industrial businesses in the City of Waycross by providing "gap financing."

This financial assistance must result in the meeting of the overall program objectives and the creation or retention of permanent jobs for low and moderate income persons.

For more information about these programs, please feel free to contact Mr. Larry Gattis, Finance Director for the City of Waycross @ (912) 287-2964.

If you need assistance related to these processes,  
please call the  
Department of Community Improvement at  
(912) 287-2944.

*We appreciate  
your business!*



## STARTING A NEW BUSINESS IN WAYCROSS



Department of  
Community Improvement

Telephone: (912) 287-2944

Facsimile: (912) 287-2948

[www.waycrossga.com](http://www.waycrossga.com)

**S**tarting a new business is an exciting and demanding time for entrepreneurs. The City of Waycross is anxious to assist new businesses to ensure their success. Starting a new business is difficult as is moving to a new location. It is important for anyone contemplating a new business to begin planning early for a great start. This brochure is designed to assist you in avoiding unnecessary delay, expense and effort.

### City Marshal's Office 912.287.2944

Please make contact with the City Marshal's office to apply for the Occupational Tax Registration that is required when doing business in the City of Waycross. Applications may be obtained by 1) Downloading from the City website @ [www.waycrossga.com](http://www.waycrossga.com); 2) At City Hall located at 417 Pendleton Street, 3rd floor; 3) Requesting a faxed copy at (912) 287-2944. We recommend that you apply at least two weeks before opening your business. For additional information, please feel free to call (912) 287-2944.

### Fees

Occupational taxes are based on the estimated gross receipts except for practitioners listed in O.C.G.A. 48-13-9 (c), paragraph 1 through 18. Occupational Tax Registrations last from January 1st to December 31st and must be renewed annually by March 1st. The first time start up fee is \$50.00, each year thereafter is based upon gross receipts of the business. For additional information, please feel free to call (912) 287-2944.

### Planning and Zoning 912.287.2944

Before selecting a location, check with the Planning and Zoning Department to determine if it meets the zoning requirements. Areas of the city are zoned for Commercial or Industrial use. The Planning Department determines Conditional Use permitting, Variance or other restrictions. Some circumstances require Planning Department or City Commission approval. City regulations control size, design, lighting and construction of exterior business signs. For additional information, please feel free to call Marc Hawkins @ (912) 287-2944 or by email @ [mhawkins@waycrossga.com](mailto:mhawkins@waycrossga.com).

### Building Inspections 912.287.2944

The Inspection Department is responsible for ensuring the location is safe for personnel, customers and others. This process requires an inspection and compliance with city code occupation the business. The Building Inspector will determine if there are any construction or other permit issues that need to be addressed. For additional information, please feel free to call Marc Hawkins @ (912) 287-2944 or by email @ [mhawkins@waycrossga.com](mailto:mhawkins@waycrossga.com)

### Fire Inspections 912.287.2937

All commercial locations must receive a Fire Prevention inspection before occupation. If the building has an automatic fire sprinkler system, a fire alarm system or a kitchen hood fire suppression system, then these systems will have to be inspected by a Georgia licensed contractor and a copy of the report submitted to the Fire Marshal for review. For additional information, please feel free to call (912) 287-2937.

### Health Department 912.283.1875

The operation of a food service establishment requires an inspection and approval from the Ware County Health Department before the City of Waycross issues an Occupational Tax Certificate. For additional information, please feel free to call Wayne Nunko or Kelly Crews @ (912) 283-1875.

### Police Department 912.287.2921

The following types of businesses or occupations, require a background investigation by the Waycross Police Department:

Alcoholic Beverage Server; Alcoholic Beverage Permit (Privilege License); Taxi Cab; Tattoo Parlor; Adult Entertainment & Solicitors for Subscriptions.

### Out of Town Georgia Businesses

If a company located in Georgia will temporarily do business in Waycross and will not be opening a location here, the applicant must bring a copy of the business license for that city/county.

### Alcohol Licenses

Applications for alcohol licenses can be obtained from the City of Waycross Finance Director by calling (912) 287-2964 or by downloading an application from [www.waycrossga.com](http://www.waycrossga.com).

### Commercial Carwashes, Drycleaners,

### Garages, Laundry Mats & Restau-

### rants

These types of businesses are required to have sand traps, lint traps, oil/water separators and waste interceptors depending upon the occupancy type. For additional information, please feel free to call Gene Thomas @ (912) 287-2945 or by email @ [gthomas@waycrossga.com](mailto:gthomas@waycrossga.com).

**State Licenses**

If you are opening a business that requires licensing by the State of Georgia, the applicant must bring their certificate or card with them before the City of Waycross can process an Occupational Tax Registration.

### Tax ID Numbers, Sales & Use Taxes

All retail businesses must have a Georgia Sales Tax number. You can call the Georgia Department of Revenue in Douglas @ (912) 389-4094 or go to [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov) for more information. All partnerships and corporations must have a Federal Tax ID number. For more information, call (866) 816-2065 or go to [www.irs.gov](http://www.irs.gov).

### Sign Information

Basic Information on Signs

- All freestanding signs must be 5 feet off of property line to leading edge of sign.
- Size of signs depends on where the business is located and the size of the building.
- Stick in the ground signs are prohibited.
- Banners are considered signs and must meet code and have permits.

For more information on signs, please feel free to contact Marc Hawkins @ (912) 287-2944 or by email @ [mhawkins@waycrossga.com](mailto:mhawkins@waycrossga.com).