



Tax Commissioner's Office
188 Third Street, Macon, Georgia 31201
Mail to: Tax Commissioner's Office
PO Box 4503
Macon, GA 31208-4503

Sidewalk Café Permit Application Instructions

1. Each applicant wishing to apply for a Sidewalk Café permit in Macon-Bibb County must submit a completed and signed application along with all required supporting documentation. The application needs to list an Applicant, the business which will receive the permit ("Permittee"), and a designated individual to serve as the contact person for the Permittee as well as a phone number, mailing address, email address for the contact person as well as the Permittee. Applications and renewals for the following calendar year must be submitted between September 1st and December 31st.
2. Attach a copy of a valid Macon-Bibb County business registration certificate for the establishment of which the sidewalk cafe will be an incidental activity
3. Attach a Certificate of Good Standing for the Applicant and the Permittee.
4. Attach a copy of a current lease, property deed, management agreement, or other document demonstrating a right of possession to the property upon which the premises are located.
5. Attach documentation showing the written approval of the owner of the real property parcel where the Establishment is located for the Permittee to operate a Sidewalk Café in the vicinity of the Establishment.
6. Attach a copy of the site plan of the proposed Sidewalk Café area. The site plan may be a sketch of the Sidewalk Café and does not necessarily need to be drawn to scale so long as it sufficiently identifies the perimeter of the proposed Sidewalk Café. Also include photos or specifications of the proposed furnishings and accessory signage.
7. All Sidewalk Café permit applicants must provide public commercial general liability insurance in an amount not less than \$1,000,000.00 (one million dollars). This insurance must name Macon-Bibb County as a co-insured party. Attach a copy of the certificate of insurance to this application.
8. The permit fee of \$150.00 is due at the time the application is submitted. Accepted forms of payment: Cash, Check, Money Order, Debit, and Credit.

Return the original completed and signed application and all required documents to the following location:

Tax Commissioner's Office
PO Box 4503
Macon, GA 31208-4503

Office Processing Hours: Monday-Friday 8:00am – 5:00pm

Incomplete Applications Will Not Be Accepted



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NEW SIDEWALK CAFÉ APPLICATION

Business Information ("Permittee")

Business Name: _____
 Business Address: _____
 Local Business Phone: _____
 Type of Business: _____

Business's Designated Point of Contact/Applicant Information

Name of Business's Point of Contact/Applicant: _____
 Mailing Address: _____
 Email Address: _____
 Telephone Number: _____

Owner Information

Name of Owner: _____
 Home Address: _____
 Home Phone Number: _____

I Hereby Certify That the Information Contained Herein to Be True and Correct.

 Signature of Applicant

 Date

CHECKLIST OF REQUIRED SUBMISSIONS

- Completed and signed application.
- Copy of valid Macon-Bibb County business registration certificate for the business which will operate the proposed Sidewalk Café.
- Current certificate of insurance.
- \$150.00 fee paid by cash, check, money order, credit card, or debit card.
- Certificate of Good Standing from the Permittee and Applicant.
- Current lease, deed, or other document which shows right to possess the premises where business is located.
- Written approval of the owner of the real property parcel where business is located.
- Sketch of the proposed Sidewalk Café.

For Department of Code Enforcement Use

Business Name: _____

Business Address: _____

The Department of Code Enforcement finds no disqualifying items and is approved.

Signature of Director

Date

This application fails to qualify because of the following reasons:

Macon-Bibb County Department of Code Enforcement
700 Poplar Street, First Floor
Macon, GA 31201
Office (478) 803-0470



Macon-Bibb County

Certificate of Good Standing

Instructions: This Certificate is used to certify the tax compliance status of certain individuals or business entities with a connection to a person or business that is applying for or being considered for some privilege with the Macon-Bibb County Government. These privileges may include:

- Obtaining a building permit, plat approval, building inspection report, or certificate of occupancy
 - Obtaining or renewing any alcohol or privilege license
 - Being appointed to any board or position of trust requiring confirmation of the County Commission.
 - Being awarded a contract through a formal competitive bid or proposal process
 - Being awarded a non-competitive contract over \$50,000.00
 - Registering to bid on any surplus real property sold by the Macon-Bibb County Government or the Macon-Bibb County Tax Commissioner
- Any other privilege granted by Macon-Bibb County which may require certifying tax compliance status

If **AN INDIVIDUAL OR SOLE PROPRIETORSHIP** is applying for a privilege requiring this form, then that individual must complete this Certificate using his or her name as both the applicant and the subject.

If **AN ENTITY** is applying for a privilege requiring this form, then an owner or manager must complete this Certificate using the entity's name as both the applicant and the subject; and **ONE ADDITIONAL CERTIFICATE** must be completed **FOR EACH** individual identified as an owner in the entity's Certificate.

FOR BOTH INDIVIDUALS AND ENTITIES, if the privilege requested is a building permit, plat approval, building inspection report, certificate of occupancy, alcohol license, or other privilege license, then **ONE ADDITIONAL CERTIFICATE** must be completed listing the landowner of the construction site or business location as the subject.

All required completed certificates must be submitted together. Giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000.00 fine.

Macon-Bibb County Certificate of Good Standing

1. Name and Title of the applicant:

2. _____
Name of the subject of this Certificate, if different from the applicant:

3. _____
Benefit or privilege for which the applicant is applying (mark one):

<input type="checkbox"/> Building Permit	<input type="checkbox"/> Plat Approval	<input type="checkbox"/> Building Inspection Report	<input type="checkbox"/> Certificate of Occupancy
<input type="checkbox"/> Alcohol License (Any)	<input type="checkbox"/> Privilege License (Any other than alcohol)	<input type="checkbox"/> Political Appointment	<input type="checkbox"/> Competitive Contract Bid or Proposal
<input type="checkbox"/> Non-Competitive Contract over \$50,000	<input type="checkbox"/> Registering to Bid on Real Property	<input type="checkbox"/> Other: _____	

4. If the subject is an individual or sole proprietorship, then list all business entities in which the subject has a direct or indirect ownership interest of 25% or more, or legal control over. If the subject is an entity, then list all individuals who have a direct or indirect ownership interest of 25% or more in the subject entity, or who exercise legal control of the entity. Use additional sheets if needed.

5. I, the undersigned, do hereby swear or affirm that the information contained in this Certificate is true and complete to the best of my available knowledge. I further swear or affirm that, as of today, none of the individuals or entities listed in this Certificate are more than 90 days delinquent on the payment of any ad valorem property taxes due to the Macon- Bibb County Government. I understand that giving false, incomplete, or inaccurate information on this Certificate may result in the denial of any privilege the applicant is applying for, as well as the revocation of any privilege previously granted by Macon-Bibb County, and may constitute the crimes of false writing or false swearing, which carry a penalty of up to five years in prison and up to a \$1,000 fine.

Print and Sign Name

Sworn to and subscribed before me this
_____ day of _____, 20__.

Notary Public
My commission expires: