

Business Start-up Guide



A Guide For Business Operation,
Start-Up, Relocation, And
Expansion In Downtown Augusta



DOWNTOWN DEVELOPMENT AUTHORITY OF AUGUSTA

Acknowledgements

Downtown Development Authority of Augusta
Streeter Printing

This guide represents an effort by the Downtown Development Authority of Augusta Georgia to simplify and encourage the process of business start up, relocation, operation, and expansion in Downtown Augusta. We hope this guide will provide all of the essential business information, but the Downtown Development Authority of Augusta is always willing to help in any way. Please contact the Downtown Development Authority with any questions at:

936 Broad Street, Suite 107
Augusta, GA 30901
Phone: (706) 722-8000

First Edition
Summer 2008

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Augusta Metro Chamber of Commerce

Augusta Metro Chamber Of Commerce
600 Broad St.
Augusta, GA 30901
Phone: (706) 821-1300
www.augustagausa.com

The Augusta Chamber of Commerce is a 1200+ membership based organization that provides a wide array of services to unite business and professional leaders in the community. The mission of the Augusta Metro Chamber of Commerce is to lead the business community by serving as its advocate, promoting the region, enhancing the business climate, and providing quality membership programs and services. The Chamber currently focuses on advocacy for business in matters of public policy, workforce development, small business growth, and opportunities to become involved in the community.

The Chamber works through an extensive committee structure in order to achieve community consensus, collaboration and partnership. Volunteers from business, industry and the professions come together on a wide range of programs and initiatives. The work of committees include activities such as Leadership Augusta, the Manufacturer's Exchange, Advocacy Committee, Education Business Advisory Council and many others that work to address the needs of members and citizens throughout the Augusta region.

Small Business Development Center (SBDC)

University of Georgia
1054 Claussen Road
Suite 301 Augusta GA 30907
Phone: 706-737-1790
Fax: 706-731-7937

The University of Georgia's Small Business Development Center provides a variety of consulting, continuing education, and research services to support entrepreneurship and business expansion through direct business consulting and educational opportunities that address human resources, management, technology, capital formation, and infrastructure needs of the business community. Through the SBDC network clients also have access to applied research. Additional activities include increasing minority and women owned businesses and rural economic development.

Development Authority Of Richmond County

Suite 560 Historic Enterprise Mill

1450 Greene Street

Augusta, GA 30901

Phone:706-821-1321

www.Augustaeda.Com

The Development Authority of Richmond County (DARC) is the single point of contact for economic development projects in Augusta-Richmond County. The Development Authority is responsible for the recruitment of new businesses in the areas of industrial, manufacturing, distribution, corporate and regional headquarters, customer service centers, and for assistance with other major economic development projects in the county.

The Development Authority of Richmond County focuses on the existing industries of Augusta-Richmond County to insure their continued expansion, growth and retention.

The Development Authority of Richmond County focuses on enhancing investment and job growth in Augusta by marketing nationwide and working with site selection consultants. Additionally, the Development Authority of Richmond County has one of the best and easily-navigated economic development websites in the country (www.AugustaEDA.com).

What is OSHA?

The issuing and enforcing of occupational and safety health regulations is handled by the United States Department of Labor. The Occupational Safety and Health Administration (OSHA) is the federal agency which administers these policies. The requirements put forth by OSHA include posting notices to employees and maintaining accurate records of employee injuries. OSHA will provide you with information on all requirements as well as related publications. OSHA policies and regulations must be posted in the workspace where all employees may see. Visit OSHA's web site at www.osha.gov for more information.

Downtown Development Authority of Augusta

936 Broad Street, Suite 107
Augusta, GA 30901
Phone: (706) 722-8000
www.myaugustadowntown.com

The Downtown Development Authority works with local government and the private sector to promote and strengthen the climate of downtown Augusta. The DDA's mission is to lead a coordinated strategy of economic redevelopment by working with other entities, developers and property owners to encourage new investment and expansion in the central business district. The DDA boundaries are the Savannah River to Wrightsboro Road and the Bobby Jones Expressway to Milledge Road. Revenue Bond financing is available through the DDA at competitive below prime rate interest rates as well as other financing incentives including low interest rate loans through the Georgia Cities Foundation.

Historic Augusta, Inc.

P.O. Box 37
Augusta, Georgia 30903
Physical address: 415 Seventh Street, Augusta, Georgia
Phone: (706) 724-0436
Fax: (706) 724-3083
www.historicaugusta.org

Historic Augusta, Inc. offers a variety of programs and services to promote the preservation of Augusta's historic built environment and enhance the use and livability of the city's historic districts. Descriptions of some of the programs are listed below.

Preservation Consultation Services

Historic Augusta staff members advise owners of historic buildings about proper preservation techniques and sources and assists private property owners with applications for National Registration and other paperwork that will lead to preservation of their property. Historic Augusta also advises owners of residential or commercial property about historic preservation tax incentives and, for a fee, assists those individuals with the required paperwork. In order to increase the likelihood of qualifying for these programs, it is essential that the consultation begin before the work starts; therefore, the earlier contact is made with Historic Augusta, the better.

Historic Properties Program

The Historic Properties Program of Historic Augusta was established in order to protect and preserve historic properties by promoting their rehabilitation and monitoring their preservation in perpetuity.

The goals of this program are accomplished in two ways: through advocacy, including maintaining our annual Endangered Properties List; and by acquiring and subsequently selling endangered properties to preservation-minded buyers who will agree to preserve and maintain the structures. Protective covenants are attached to the deeds of properties which are sold through the Historic Properties Program to ensure that the historic integrity of each property is retained. Purchasers are required to sign rehabilitation agreements based on the work to be performed on the structure. All work executed on the property must meet the Secretary of the Interior's Standards for Rehabilitation. Both the protective covenants and the rehabilitation measures will be monitored by Historic Augusta, Inc.

Historic properties which have been deemed eligible for the Historic Properties Program are acquired through:

Donations (Deed of Gift): A donation of property is not only eligible for tax deductions, but funds raised through the sale of such properties support future preservation efforts by Historic Augusta, Inc.

Bargain sales: Bargain sales are sales of real estate to a non-profit organization at less than the appraised fair market value. When the property is subsequently sold by Historic Augusta, Inc., the money raised will help support future preservation efforts by Historic Augusta, Inc.

Options to purchase: An option to purchase gives Historic Augusta, Inc. the exclusive right to purchase the property during a specified time period at an established price. During this time period, Historic Augusta, Inc. will locate a qualified buyer who will agree to preserve the property.

Direct acquisition (Fee Simple Purchase): The outright purchasing of property is done only in rare instances as it ties up much-needed capital and may limit Historic Augusta's ability to preserve other worthy structures.

Preservation Easement Program

The Preservation Easement Program was established by Historic Augusta to preserve properties while offering a tax incentive to property owners. An easement is a legal document regulating changes to real property. Property owners donate the easement to Historic Augusta in perpetuity and the property owner may receive a deduction on Federal income taxes. Additionally, the easement holder protects the property against adverse changes through acquisition of a partial interest in the property.

Historic Preservation Division

Georgia Department of Natural Resources
Attn: Tax Incentives Coordinator
34 Peachtree Street, NW
Suite 1600
Atlanta, GA 30303-2337
www.gashpo.org

The Georgia Preferential Property Tax Assessment Program for Rehabilitated Historic Property allows eligible participants to apply for an 8-year property tax assessment freeze. Historic residential and commercial properties are eligible to participate. The property must be a “certified structure” and the Historic Preservation Division must certify the rehabilitation.

The Georgia State Income Tax Credit Program for Rehabilitated Historic Property allows eligible participants to apply for a state income tax credit equal to 10%, 15%, or 20% of rehabilitation cost up to \$5,000, depending on the building type and use. This program is available to both historic residential and commercial properties. The application process is the same as for the Georgia Preferential Property Tax Assessment Program and the Historic Preservation Division must certify the rehabilitation.

Augusta Housing and Community Development Department

925 Laney Walker Boulevard
Augusta, Georgia 30901
Phone: (706) 821-1797
Fax: (706) 821-1784

The mission of the Augusta-Richmond County Housing and Community Development is to create positive change by promoting self-sufficiency through partnership in economic development, quality housing, and neighborhood reinvestment.

The Department administers several programs including Community Development Block Grant, Home Investment Partnership Program, Emergency Shelter Grant, and the Economic Development Program.

The department strives to enhance the physical environment and improve the quality of life in Augusta and support the diversity of the city's population.

FAÇADE REHABILITATION GRANT PROGRAM (Historic Preservation of Commercial Structures)

The Façade Rehabilitation Grant Program is designed to improve the appearance of historic buildings, stimulate private investment in these structures, and make the Central Business District, the Laney-Walker Multiple Resource Area and Olde Town more attractive to business activity. The program makes available grants of up to \$15,000 (\$30,000 for a corner building) to rehabilitate or restore the facades of qualifying historic structures. In return, property owners are required to spend a matching amount on correcting code deficiencies and making interior renovations.

Selection Criteria

- The structure must be within the boundaries of a National Register Historic District, or a local historic district designated under the Augusta Historic Preservation Ordinance.
- The structure must be at least 40 years old.

Owner's Requirements

- Match the amount spent by the Augusta-Richmond County on the exterior façade with its own interior rehabilitation work.
- Agree to the removal and replacement of any non-conforming signs on the structure.
- Grant the City a 10-year easement on the façade
- Agree to have building tested for Lead-Based paint (LBP), if tests results are positive, owner must assume responsibility for its removal.

CONTACT PERSON

Henry Holt (Program Coordinator) – (706) 821-1797

Trade Name Registration

City-County Building
530 Greene Street, Room 503
Augusta, Georgia 30901
Phone: (706) 821-2460
Fax: (706) 821-2448
www.augustaga.gov

Georgia law requires that every person, firm or partnership carrying on in this state any trade or business under any name which does not disclose the individual ownership of the trade, business or profession, shall before commencing to do business, file a registration statement in the office of the Clerk of Superior Court and that notice of such filing shall be published in the legal organ of the county once a week for two weeks.

The law further provides that any person or entity subject to such law carrying on any trade or business without registration as required shall be guilty of a misdemeanor and may be subject to other penalty or forfeiture O.C.G.A. 10-1-493.

It should not be assumed that registration under such law necessarily “secures” or “protects” the use of the name registered exclusively to the use or benefit of the person filing the registration. As the law concerning protection of trade names is complex and rights in and to any name may depend on the factual circumstances, it is suggested to consult a legal advisor for guidance in the event of concern with protecting the use of such name. It should not be assumed that registration will ensure that the county will issue any business license or zoning variance to allow the conduct of such business.

Filing fee: \$25.00 Payable to Clerk Of Superior Court
Publication fee: \$40.00 Payable to the Augusta Chronicle

Georgia Secretary of State's Corporation Division

2 Martin Luther King, Jr. Drive, S.E.

Suite 315, West Towers

Atlanta, Georgia 30334

Phone: (404) 656-2817

www.georgiacorporations.org

Georgia corporations (profit and non-profit), limited liability companies and limited partnerships must file the business name with the Corporation Division within 90 days of incorporation. Annual renewals must be made between January 1 and April 1. A fee is associated with this process.

Business Tax Certificate

Business Licensing Division

Augusta License & Inspection Department

1815 Marvin Griffin Road

PO Box 9270

Augusta, Georgia 30906

Phone: (706) 312-5050

Fax: (706) 312- 4277

www.augustaga.gov

Each person engaged in any business, trade, profession, or occupation in Augusta-Richmond County, Georgia, other than within the unincorporated limits of the City of Hephzibah or the Town of Blythe, or in the case of an out-of-state business with no location in Georgia exerting substantial efforts within the state pursuant to O.C.G.A. § 48-13-7, shall pay an occupation tax for said business, trade, profession, or occupation and in return shall receive a business tax certificate.

An occupation tax shall be levied upon those businesses and practitioners of professions and occupations with one (1) or more locations or offices in Augusta-Richmond County and/or upon the applicable out-of-state businesses with no location or office in Georgia pursuant to O.C.G.A. § 48-13-7 based upon the following criteria:

(1) Gross receipts of the business or practitioner in combination with the profitability ratio for the type of business, profession, or occupation as measured by nationwide averages derived from statistics, classifications, or other information published by the U.S. Office of Management and Budget, the U.S. Internal Revenue Service, or successor agencies of the United States.

The following applications are available online to download and print for your convenience. They are intended to expedite your process with the business licensing process.

- Alcohol Beverage Application (PDF)
- Alcohol Beverage Personnel Statement (PDF)
- Alcohol Instructions (PDF)
- Alcohol Excise Form (PDF)
- Alteration/Addition/Demolition Permit (PDF)
- Business Tax Return (PDF)
- Car Excise Form (PDF)
- Catering Application (PDF)
- Hotel Motel Form (PDF)
- One Day Event (PDF)
- Submittal for Commercial Plan Review (PDF)
- Submittal for Residential Plan Review (PDF)
- Transportation Fee Form (PDF)

Additional information on Business Licensing and Excise Taxes can be found on the City's web page: www.augustaga.gov, click Departments, then License & Inspection, then Licensing.

For assistance in completing business tax returns, determining business classification and tax payment, please contact the Business Division at 706-312-5033.

Business Tangible Personal Property Tax

Augusta-Richmond Board of Assessors

530 Greene Street, Room 102

Augusta, GA 30901

Phone: (706) 821-2310

Fax: (706) 821-2325

www.augustaga.gov/departments/tax_assessors/home.asp

Personal property returns for ad valorem taxes are to be filed on or before the first of April each year. The returns should cover all business assets located within the county as of January 1st. Return forms may be downloaded from the Assessors' website.

Georgia Sales Tax Identification Number

Georgia Department of Revenue, Augusta Regional Office

Interstate West Office Park

1054 Claussen Road, Suite 310

Augusta, GA 30907

Phone: (706) 737-1870

Every individual, partnership, corporation, and company desiring to engage in retail business in Georgia must file an application and obtain a sales identification number.

Filing Monthly Sales Tax Returns

Georgia Department of Revenue, Augusta Regional Office

Interstate West Office Park

1054 Claussen Road, Suite 310

Augusta, GA 30907

Phone: (706) 737-1870

A return must be filed showing the gross sales, gross proceeds, or cost price arising from all taxable transactions during the preceding month. A return must be filed regardless if a tax is due.

Georgia Withholding Tax Identification Number

Georgia Department of Revenue, Augusta Regional Office
Interstate West Office Park
1054 Claussen Road, Suite 310
Augusta, GA 30907
Phone: (706) 737-1870

Every individual, partnership, corporation and company with at least one employee in Georgia must file an application and obtain a withholding tax identification number. Returns and the amount of state tax withheld from an employee must be filed during the following month. A return must be filed regardless if no state tax was withheld.

Federal Tax Identification Number

Internal Revenue Service (IRS)
Augusta District Office
2743 Perimeter Pkwy.
Augusta, GA 30909
Phone: (706) 868-1374
www.irs.gov

An Employer Identification Number (EIN) is a nine-digit number that the IRS assigns in the following format: XX-XXXXXXX. The IRS uses the number to identify taxpayers that are required to file business tax returns. EINs are used by employers, sole proprietors, corporations, partnerships, nonprofit associations, trusts, estates of decedents, government agencies, certain individuals and other business entities.

Please download these publications from www.irs.gov for more information about other federal taxes that apply.

IRS Publication 17- Your Federal Income Tax
IRS Publication 15- Employer's Tax Guide
IRS Publication 334- Tax Guide for Small Business

IRS Publication 505- Tax Withholding and Estimated Tax
and Form 1040-ES

IRS Publication 583- Taxpayers Starting a Business

Local Alcohol License:

Business License Division
Augusta License & Inspection Department
1815 Marvin Griffin Road
PO Box 9270
Augusta, Georgia 30906
Phone: (706) 312-5050
Fax: (706) 312- 4277
www.augustaga.gov

Businesses engaging in the sale of alcohol must apply for an alcohol license prior to dispensing. No alcoholic beverage may be sold, possessed for sale, or distributed in Augusta, Georgia except under a license granted by the Augusta Commission. Wholesale alcoholic beverage dealers are not permitted to sell or make deliveries to any person or establishment that does not hold a current City and State alcoholic beverage license of the proper classification. Fees are associated with this license.

State Alcohol License:

Georgia Department of Revenue
130 Davis Road
Martinez, Georgia 30907
Phone: (706) 651-7600
Fax: 706-651-7636
www.etax.dor.ga.gov

The business of manufacturing, distributing, selling, handling, and otherwise dealing in or possessing alcoholic beverages are declared to be privileges and not rights. The following documents are required for all retail alcohol license applications.

Copy of Local License
Certified Funds Proper Account
Sales Tax Registration Application
State Alcohol License Application

Fees are associated with this license.

Food Service Permit

Board of Health Certificate
Augusta-Richmond County Health Department
1916 North Leg Road
Augusta, Georgia 30909
Phone: 706-667-4234

A Food Service Permit from the Augusta-Richmond County Health Department is required prior to the sell of an On-Premise Consumption alcohol license. Fees are associated with this license.

Additional information on Alcohol Licensing can be found on the City's web page: www.augustaga.gov, click Departments, then License & Inspection, then Licensing, then Title 6 Codes and Statues.

Development Authority of Augusta

936 Broad Street, Suite 107
Augusta, GA 30901
Phone: (706)-722-8000
www.myaugustadowntown.com

The Downtown Development Authority works with local government and the private sector to promote and strengthen the climate of downtown Augusta. The DDA's mission is to lead a coordinated strategy of economic redevelopment by working with other entities, developers and property owners to encourage new investment and expansion in the central business district.

As an amenity to those interested, the DDA keeps a listing of available properties in the downtown area at www.myaugustadowntown.com.

Planning & Zoning

525 Telfair Street
Augusta, GA 30901
Phone: (706) 821-1796
Fax: (706) 821-1806

The basic responsibilities of the Planning Commission include:

- Regulating the subdivision of land
- Planning for the orderly growth and development of Augusta-Richmond County
- Zoning all land into various use classifications

The regular meeting of the Planning Commission is held at 3:00 PM on the first Monday of each month in Room 803 of the Municipal Building , 530 Greene Street , Augusta , Georgia . A typical meeting agenda includes rezoning petitions, subdivision plats and site plans, review of ongoing planning studies, and general administrative items.

Augusta Metro Chamber of Commerce

Augusta Metro Chamber Of Commerce
600 Broad St.
Augusta, GA 30901
Phone: (706) 821-1300
www.augustagausa.com

The Augusta Chamber of Commerce is a 1200+ membership based organization that provides a wide array of services to unite business and professional leaders in the community. The mission of the Augusta Metro Chamber of Commerce is to lead the business community by serving as its advocate, promoting the region, enhancing the business climate, and providing quality membership programs and services. The Chamber currently focuses on advocacy for business in matters of public policy, workforce development, small business growth, and opportunities to become involved in the community.

Augusta Tomorrow, Inc.

1450 Greene St., Suite 85
Augusta, GA 30901
Phone: (706) 722-9100
cprice@augustatomorrow.org

Augusta Tomorrow, Inc. has been a visioning entity and the keeper of the master plans in Augusta since 1982. Augusta Tomorrow can provide organizations with a background of how planning has been done for the City and an explanation of how and why the City has developed as it has. Augusta Tomorrow's mission is "to serve the community at large by planning, promoting and implementing the development of Augusta with particular emphasis on the city center." Although not a funding group, Augusta Tomorrow, Inc. can provide master plan information.

Exterior Property Improvements

Augusta Richmond County
Historic Preservation Commission
525 Telfair Street
Augusta GA 30901
Phone: (706) 821-1796

Before any exterior improvements, including new construction, commence on any property in the Downtown Local Historic District, a Certificate of Appropriateness must be obtained from the Historic Preservation Commission. The Commission is responsible for ensuring that the exterior designs are visually compatible in the Downtown Local Historic District. No building permit will be issued until the drawings have been stamped by the Historic Preservation Commission. The contact for the Historic Preservation Commission is the Augusta Richmond County Planning Commission.

The Historic Preservation Commission meets on the fourth Thursday of each month. Many projects can be approved by the Planning Commission Staff at the time of review.

Building Construction

Building Construction Division
Augusta License & Inspection Department
1815 Marvin Griffin Road
PO Box 9270
Augusta, Georgia 30906
Phone: (706) 312-5050
Fax: (706) 312- 4277
www.augustaga.gov

A permit is required if the cost of the project materials is over \$500.00, or if the type of work requires an inspection as provided for in the construction codes adopted by Augusta-Richmond County, or for the following situations:

1. A Building Permit is required for the following:
 - a. New construction: commercial and residential
 - b. Renovations
 - c. Additions
 - d. Re-roofing
 - e. Signs
 - f. Swimming Pools
 - g. Utility or storage buildings.

* Residential renovations: A permit shall be obtained before beginning construction, alteration or repairs, other than ordinary repairs in which the cost of the project materials is less than \$500.00. Ordinary repairs are nonstructural repairs and do not include addition to, alteration of, or replacement or relocation of water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring, or mechanical or other work for which a permit is required by the building official.

* Commercial renovations: For commercial renovation projects: any contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system must

obtain a permit.

* An application for a permit for any proposed work shall be deemed to have been abandoned unless the work authorized by such permit is commenced within 6 months after the date of filing for the permit.

* Temporary Structures: A special building permit for a limited time shall be obtained before the erection of temporary structures such as construction sheds, seats, canopies, tents and fences used in construction work or for temporary purposes such as reviewing stands.

* Off-Premise Signs require approval of the Zoning Administrator (Planning Commission-525 Telfair Street) and Building Official. All signs must comply with the Zoning Ordinance, the Standard Building Code, and the National Electrical Code. Inspection of signs is required. If sign is illuminated an electrical permit is required.

2. Electrical, Plumbing, Gas and Mechanical Permits: A permit is required for all Electrical, Plumbing, Gas and Mechanical projects exceeding the cost of \$500.00. All new installation and repair work requires a permit. Minor repairs can be made to these systems without a permit - as determined by the Building Official. All permits must be obtained prior to commencement of work to avoid penalties.

3. Submittal requirements for residential and commercial plans can be found on the City's web page: www.augustaga.gov, click Departments, then License & Inspection, then on the left side of the page click applications.

Additional information on Construction Policies and Procedures can be found on the City's web page: www.augustaga.gov, click Departments, then License & Inspection, then Construction.

Who Represents the Interests of Business Owners in Policy Making?

Downtown Advisory Panel

936 Broad Street, Suite 107

Augusta, GA 30901

PO Box 2105

Augusta, GA 30903

706-722-8000

Margaret Woodard, Executive Director

The DAP consists of 7 representatives from Downtown stakeholder groups to make recommendations to the Augusta-Richmond County Commission concerning the continued growth of the central business district including but not limited to ordinances needed for the overall enhancement of the economic development of the downtown area; policies relative to special events in the CBD; resolution of issues involving downtown residents, merchants and property owners; policies relating to the use and issuance of alcohol licenses and zoning issues involving downtown properties.

Utilities Department

ADMINISTRATION OFFICE

360 Bay Street, Suite 180

Augusta, GA 30901

Phone: (706) 312-4154

Fax: (706) 312-4123

EMERGENCY CONTACT

Phone: (706) 842-3060

Customers must come into our office to establish a new account. Our hours of operation are from 8:30 AM- 5:00 PM, Monday through Friday. Applicants must provide picture ID, Social Security Number or Driver's License. Paperwork indicating ownership or lease agreement/notarized letter from the property owner must be provided. We have two branch locations as follows:

2760 Peach Orchard Road

Augusta, GA 30906

Phone- (706) 842-3050

or

530 Greene Street

Augusta, Georgia 30901

Phone (706) 821-1851

The Augusta Utilities Department applies a fee of \$25.00 to establish a new account and to transfer to another account. This is a non-refundable charge.

Commercial Refuse

Augusta Solid Waste Department
4330 Deans Bridge Road
Blythe, Georgia 30805
Phone: 706-592-3200
Fax: 706-592-1658
www.augustasolidwaste.com

The Augusta Solid Waste Department is responsible for the collection of garbage, yard waste, bulk waste, and recycling from the residents in our service area in Richmond County. Each resident in the service is provided with a garbage cart and a recycling bin. The cost of these items are included in the cost of the service, which is billed annually on each customer's property taxes. Additional carts are available for a nominal fee. Contact the Customer Service Representatives at the Solid Waste Department to request this service. The Solid Waste Department collects garbage two times per week, yard waste one time per week, bulk waste one time per week, and recycling one time per week. For rules regarding collection and acceptable and unacceptable items, please see our website at www.augustasolidwaste.com. Dumpster service is not provided by the Solid Waste Department. Please contact a local waste hauler for dumpster services.

Recycling

Recycling is provided by the Augusta Solid Waste Department. Recycling carts are available upon request for residents in the service area. Recyclables collected curbside do not require sorting – all items may be placed in your cart. In addition, customers may drop off recyclables at the Solid Waste Facility. Items that may be recycled include paper, plastic, metal, and tires. Additional services to be provided in the near future include automotive fluids collection and recycling, glass recycling, cooking oil, battery recycling, and propane tank recycling.

Establishing Electricity/Gas Service

Georgia Power
1-888-660-5890

Jefferson Energy
1-877-JEFFERSON (533-3377)
(706) 592-4531 Hephzibah Office
(706) 547-2167 Wrens Office

Georgia Natural Gas
1-877-850-6200

Businesses will need to provide the service address, the name of the person responsible for bill payment, and company name. A deposit will be assessed for each business that begins service. The minimum deposit that you may be assessed is \$100. The amount due is contingent upon your location and other factors. If your business will be located in a facility that has not previously had gas service, deposit will be based on gas appliances in facility. The supplier is familiar with estimated gas use on any appliance that might be used.

If building a new business facility, contact the distributor and have them recommend a local commercial representative, who will help insure that all gas fixtures in the building are up to Augusta-Richmond County specifications and also help address any questions regarding gas service.

Establishing Cable & Phone Service

Cable & Phone

Bellsouth

1-800-626-9149

Telephone and Internet Service

Comcast

706-733-7712

Cable and Internet Service

Knology

1-888-KNOLOGY

Property Maintenance

Code Enforcement Division
Augusta License & Inspection Department
1815 Marvin Griffin Road
PO Box 9270
Augusta, Georgia 30906
Phone: (706) 312-5049
Fax: (706) 312- 4277
www.augustaga.gov

The goals of the Code Enforcement Division are to ensure a clean, safe, and healthy environment in order to provide a high quality of life for our residents and visitors, and to improve both the appearance and value of residential and business property. Code Enforcement is responsible for administering and enforcing the Codes and Ordinances pertaining to the following:

1. Minimum Housing Code
2. Unsafe Building Abatement Code
3. Property Maintenance Code
4. Lot Ordinance (Overgrown weeds, grass and debris)
5. Zoning Ordinance
6. Public Nuisance Ordinance
7. Environmental Issues
8. Scrap Tires (Residential and commercial)
9. Illegal Dumping

Additional information on Property Maintenance can be found on the City's web page: www.augustaga.gov, click Departments, then License & Inspection, then Licensing.

Tree Maintenance

Augusta Public Services Tree and Landscape Division
John Crook, Operations Manager
1559 Eagles Way
Augusta, GA 30904
Phone: (706) 821-1670
Fax: (706) 821-1672

The Trees and Landscape Division of Public Services provides aesthetically pleasing streetscapes for citizen and visitor enjoyment through beautification projects county wide. The improvement of the municipal corridors and the enforcement of the Augusta-Richmond County Tree Ordinance provide an environment which enhances the quality of life in Augusta- “The Garden City”.

Traffic Signals, Streetlights, Signs, and Pavement Markings

Engineering Department
Traffic Engineering Section
507 Telfair Street
Augusta, Georgia 30901
Phone: (706) 821-1850
Fax: (706) 821-1724

Contact Traffic Engineering regarding maintenance and installation of traffic signals, street lights, public signage, and pavement markings within the county. Report outages to Augusta Cares (706) 821-2300.

Fire and Emergency Service

Augusta Fire & Rescue
925 Laney Walker Blvd.
First Floor
Augusta, GA 30901
Phone: (706) 821-2909
Fax: (706) 821-2907
www.augustaga.gov

Non-Emergency Need for Fire Department
Fire Department Dispatcher
(706) 821-2901
Hazardous Materials Questions
(706) 821-1645
Fire Prevention Bureau/
Fire Marshal
(706) 821-2929
Arson (Incendiary)/Suspicious Fires
(706) 469-3365/821-2929
Training Division
(706) 821-1646

Richmond County Sheriff's Office

Dispatch
Emergency 911
Non-Emergency (706)821-1080

Sheriff's Office
Sheriff Ronald Strength
401 Walton Way
Augusta, GA 30901
Office: (706)821-1065
Fax: (706)821-1064

Chief Sid Hatfield
(706)821-1066
Col. Gary Powell
(706)821-1430
Maj. Ken Autry (Investigations)
(706)821-1030

North Precinct - Daniel Village
2803 Wrightsboro Road
Augusta, GA 30909
Fax: (706)821-1492

Major Richard Weaver (Uniform Division Commander)
(706)821-1485
Capt. Gerald Metzler (North Precinct Captain)
(706)821-1259

South Precinct – Southgate Plaza
1631 Gordon Highway
Augusta, GA 30906
Fax: (706)821-1098

Capt. Jim Griffin (South Precinct Captain)

(706)821-1260

Capt. Mike Prickett (Special Operations Captain)

(706)821-1486

The Richmond County Sheriff's Office is a full service law enforcement agency, providing general law enforcement services to the community, as well as maintaining two separate jail facilities. The downtown business district is specifically patrolled by vehicles, golf carts, bicycles, and foot patrols.

Business and property owners are urged to clearly and properly display the address to their property so that it is plainly visible to patrolling deputies. They are further urged to contact the 911 Dispatch Center and list their emergency numbers, hours of operation, and 24-hour contacts in the event the owner or his representative may need to be notified of problems or concerns.

The majority of parking on Broad Street – the main thoroughfare of the downtown area - is regulated by parking meters. During business hours, parking is limited to two hours and this limit is enforced by traffic enforcement officers. Parking downtown is limited, and enforcement is necessary to provide adequate space for visitors.

What is a BID?

Clean Augusta Downtown Initiative, (CADI, Inc.)

936 Broad Street, Suite 107

Augusta, GA 30901

Phone: (706) 722-8000

Margaret Woodard, Executive Director

To make downtown Augusta cleaner, safer and more hospitable the Business Improvement District (BID) in downtown Augusta was incorporated in January 2008 by a privately held board of directors consisting of 12 property owners. The district boundaries are from the Savannah River to the South side of Greene Street and Albion Avenue to the west side of 13th street. CADI, Inc. was created to perform daily activities including trash removal, sidewalk steam cleaning, weed and graffiti removal, as well as, patrol by safety and good will ambassadors to assist our residents and visitors within the district.

Public Transportation

Augusta Public Transit (APT)
Main Office 1535 Fenwick Street
Augusta, Georgia 30901
Phone: (706) 821-1721
Fax: (706) 821- 1752
www.augustaga.gov

Augusta Public Transit's (APT) fleet of 22 buses travel on 10 routes providing fixed route transportation throughout Augusta-Richmond County. Augusta Public Transit also provides complimentary paratransit service along a $\frac{3}{4}$ mile corridor in conjunction with fixed route service consisting of a fleet of 8 vehicles. Rural Transit service south of the Bobby Jones Expressway is also a division of Augusta Public Transit with a fleet of 5 vehicles.

Bus service is available Monday through Saturday except for New Years Day, Martin Luther King Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Day after Christmas.

Bus fare is \$1.00 one way with .35 cent transfer. Ticket booklets, weekly and monthly passes are available for purchase. Half fare for seniors and eligible disabled. All vehicles of Augusta Public Transit are handicapped accessible.

How Can My Business Show a Presence in the Community?

Saturday Market on the River

936 Broad Street, Suite 107

Augusta, GA 30901

Phone: (706)722-8000

The Saturday Market on the River is a open air market that serves as a cultural hub for the city and offers local produce and crafts, as well as community education and outings for the whole family to enjoy. The Saturday Market is completely privatized and funded fully by sponsors and campaigns. Sponsorship recognition is available at multiple donation levels making Saturday Market sponsorship a great way for your business to show commitment the community.

Americans with Disabilities Act (ADA)

Department of Justice
950 Pennsylvania Avenue, N.W.
Civil Rights Division
Washington, D.C. 20530
Phone: (800) 514-0301
Fax: (202) 307-1198
www.ada.gov

The Americans with disabilities act (ADA) was established in 1990 to address barriers to employment, transportation, public accommodations, public services, and telecommunications as it relates to educate, rehabilitate, and employ individuals with disabilities. Businesses may be entitled to a tax benefit to help pay for the cost of complying with the ADA. A description of two tax benefits are listed below:

As amended in 1990, the internal revenue code allows a deduction to businesses (including active owners of an apartment building) of up to \$15,000.00 per year for expenses associated with the removal of qualified architectural and transportation barriers.

The 1990 amendment also permits eligible small businesses to receive a tax credit for certain costs of compliance with the ADA. An eligible small business is one whose gross receipts do not exceed \$1,000,000 or whose work force does not consist of more than 30 full-time workers. A qualifying business may claim a credit of up to 50 percent of eligible access expenditures that exceed \$250 but do not exceed \$10,250 such as architectural adaptations, equipment acquisitions or services.

Businesses are encouraged to visit the ADA website at www.ada.gov to obtain a copy of the ADA Guide for Small Businesses. This document provides an illustrated guide that presents an overview of some basic ADA requirements for small businesses and how to make their services accessible.

Fire or Police Emergency	911
Police Non-emergency	(706) 821-1080
Fire Non-Emergency	(706) 821-2901

City of Augusta

City Administrator	(706) 821-2400
Economic Development	(706) 821-1321
Engineering	(706) 821-1706
Fire and Emergency Service Administration	(706) 821-2909
Mayor’s Office	(706) 821-1831
Planning and Zoning	(706) 821-1796
Public Works	
Administration	(706) 842-5581
Facilities Management	(706) 821-2426
Maintenance	(706) 790-7062
Trees and Landscape	(706) 821-1670
Police-Downtown Precinct	(706) 821-1065
Property Maintenance	(706) 312-5049
Downtown Development Authority	(706) 722-8000
Tax Assessors Office	(706) 821-2310
Traffic Engineering	(706) 821-1850
Sanitation-Commercial Refuse, Landfill	(706) 592-3200
Utilities	(706) 312-4154

Other Important Business Contact Information

Downtown Development Authority of Aug.	(706) 722-8000
Augusta Area Chamber of Commerce	(706) 821-1300
Augusta Convention and Visitors Bureau	(706) 823-6600
Augusta Riverfront Event Center	(706) 821-1754
DA ² (Merchant Alliance)	(706) 828-6550
Saturday Market	(706)722-8000

Published by:



Downtown Development Authority of Augusta
936 Broad Street
Suite 107
Augusta, GA 30901
www.myaugustadowntown.com