



For Office Use Only

Account # _____ Computer Receipt _____
Fee \$ _____ Notification _____
Category _____

**OCCUPATIONAL TAX APPLICATION
FOR UNINCORPORATED HOUSTON COUNTY**

I hereby register my business with Houston County at the address below. In doing so, I certify that the information provided below is true and accurate to the best of my knowledge. I understand that this application shall be reviewed by the appropriate county officials and, if complete, shall be processed within three (3) to five (5) business days. All monies are due and payable once the application is approved.

1. Name of Business _____
2. Mailing Address of Business _____
City _____ State _____ Zip Code _____
3. Exact Location of Business (if different from above) _____

City _____ State _____ Zip Code _____
4. Phone Number () _____ Home () _____ Mobile _____
5. Email Address _____
6. Full Name of Owner/Manager _____
Address _____
City _____ State _____ Zip Code _____
Phone Number () _____ Home () _____ Work _____
SSN# _____ Tax ID# _____ Date of Birth _____
7. Please Describe the Dominant Line of Business _____

Note: Any person engaged in a profession or business required to be licensed by the State under Title 43, must provide copy of such license with this application.

8. Is this business to be operated out of your home? _____ Yes _____ No
Note: If the business is a home occupation, please sign the attached Home Occupation section of this form indicating your business will abide by the Special Requirements for Home Occupations.
9. Number of Full-time Employees _____ (include the Owner/Manager)
Number of Part-time Employees _____

10. Are you the owner of the real estate where business is to be located? ____ Yes ____ No
Note: If no, please provide written and notarized authorization from the owner of the real estate.

11. If business is a Partnership, please list partner:

12. Full Name of Partner _____

Address _____

City _____ State _____ Zip Code _____

Phone Number () _____ Home () _____ Work _____

SSN# _____ Tax ID# _____ Date of Birth _____

The applicant hereby certifies that he/she is familiar with the business regulations of Houston County, Georgia as herein defined, and that the granting of an Occupational Tax Certificate (business license) constitutes a privilege that may be revoked as provided in the Code of Ordinances of Houston County, Georgia. The applicant further certifies that he/she understands that the Occupational Tax Certificate for which application is made is for the current year only and that no false or fraudulent statement is made herein to procure the granting of such certificate.

The applicant understands that: (1) all fees are due and payable by February 28 of each year; (2) the Occupational Tax Certificate must be clearly posted in the business; and (3) the applicant MUST notify the Commissioner's Office in writing if the business closes or moves its operation to a new address.

Name of Owner/Applicant (Please Print)

Signature of Owner/Applicant Date

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Zoning Office Recommends:

Approval ____ Denial ____ Sign/Date: _____

Property Zoned: _____ Comments: _____

Fire Department Recommends:

Approval ____ Denial ____ Sign/Date: _____

Comments: _____

Sheriff's Department Recommends:

Approval ____ Denial ____ Sign/Date: _____

Comments: _____

Commissioner's Office Recommends:

Approval ____ Denial ____ Sign/Date: _____

Comments: _____

Home Occupations Regulations

Section 95. Home Occupations

95.1. Intent. Regulations for home occupations are intended to provide categories of use such that permitted home occupations can be better matched to the character of the zoning district in which they are allowed. The term home occupation is understood to mean all categories of home occupations, including home offices and home businesses. Home occupations, where permitted, must meet the following special requirements:

95.1.1 The applicant must be the owner of the property on which the home occupation is to be located, or must have written approval of the owner of the property if the applicant is a tenant.

95.1.2 The home occupations shall be operated only by the members of the family residing on the premises and no article or service shall be sold or offered for sale except as may be produced by the members of the immediate family residing on the premises.

95.1.3 The home occupation shall be restricted to the main building only and shall not occupy more than twenty-five (25%) percent of the floor area within said building.

95.1.4 The home occupation shall not generate excessive traffic or produce obnoxious odors, glare, noise, vibration, electrical disturbance or radio-activity or other condition that will be a nuisance to the surrounding area.

95.1.5 Any business sign placed on the premises shall not be larger than two (2) square feet in sign area, unlighted and fixed to the wall of the principal building.

95.1.6 The applicant requesting to conduct a home occupation shall bear the burden of providing conclusive evidence to the Board of Zoning Appeals that all conditions of Section 95 have been met. The Board of Zoning Appeals may modify the conditions of this section to be more restrictive than those listed in Section 95 on any recommendation for approval to the Houston County Board of Commissioners. The appropriate county official may administratively approve home occupations that meet the provisions in Section 95.3.

95.2. Expiration. A permit for home occupation shall expire under the following conditions:

95.2.1 Whenever the applicant ceases to occupy the premises for which the home occupation was issued, no subsequent occupant of such premises shall engage in any home occupation until he shall have been issued a new permit after proper application.

95.2.2 Whenever the holder of such a permit fails to exercise the same for any period of six (6) consecutive months.

95.3 Home Office. A home office is an office use conducted entirely within a dwelling which is carried on by an occupant thereof and which is clearly incidental and secondary to the use of the dwelling for residential purposes, and which fully complies with the following standards:

95.3.1 Home office uses shall be limited to professional and routine office, clerical, computer, bookkeeping or similar procedures which can be conducted within a residence. A home office may also be maintained for a business conducted away from home, as long as the home office complies with all other requirements.

95.3.2 Home offices shall not include any business which involves the sale, manufacture, repair or assembly of merchandise on the premises, or the storage of inventory, raw materials, equipment or other materials to be used in the business.

95.3.3 Home offices shall not include any business requiring regular access by the public, including but not limited to customers, clients or vendors, patients, etc.

95.3.4 Home offices shall be limited to no more than twenty-five percent (25%) of the floor area within said building. The proposed size of the home business shall be specified at the time of application.

95.3.5 There will be no changes which would alter the character of the dwelling or reveal from the exterior that the dwelling is being used in part for other than residential purposes.

95.3.6 No outside storage or display is permitted.

95.4 Home Business. Home Businesses are small offices, or small-scale retail or service businesses which are clearly incidental and secondary to the use of the dwelling for residential dwelling purposes, and must comply with the following standards:

95.4.1 Home businesses may include, but are not limited to, one chair beauty shop or barber shops, minor repair shops, home day care or retail sale of goods or services produced on the premises.

95.4.2 Home businesses shall not include the repair and/or maintenance of motor vehicles, large scale manufacturing, cabinet or furniture shops or any use which will create noise, noxious odors or any hazard that may endanger the health, safety, or welfare of the neighborhood.

95.4.3 The home business shall not involve group instruction or group assembly of people on the premises.

95.4.4 The dwelling must be the bona fide residence of the principal practitioner at the time of the application, and if approved, the home business shall be valid only as long as the principal practitioner resides in the dwelling, is conducting business and has a current business certificate.



Affidavit Verifying Status For County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Houston County, Georgia Business Occupational Tax Certificate, Alcohol License or other public benefits as referenced in O.C.G.A. Section 50-36-1, I am stating that I, _____, applying on behalf of [(circle one) myself, a business, a corporation, a partnership or other private entity]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident of 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Date

Printed Name

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____, 20__

*Alien Registration Number for
Non-Citizens

Notary Public
My Commission Expires:

*Note: O.C.G.A. 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:
