



HENRY COUNTY OCCUPATIONAL TAX DIVISION
140 HENRY PARKWAY
MCDONOUGH, GA. 30253
PHONE 770-288-8180
FAX 770-288-8190

APPLICATION FOR OCCUPATIONAL TAX CALENDAR YEAR

TYPE OF APPLICATION: NEW___ **RENEWAL**___ **AMENDED**___

APPLICATION FOR HOME OCCUPATION___ **PCH**___

OCCUPATIONAL TAX #

BUSINESS/CORP. NAME _____

BUSINESS PHONE # () _____

FAX PHONE # () _____

BUSINESS LOCATION _____ SUITE _____

CITY _____ STATE _____ ZIP _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BUSINESS OWNER _____ TITLE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE () _____ DRIVERS LIC # _____ STATE _____

DESCRIPTION OF BUSINESS _____

FEDERAL OR STATE LICENSE # _____

NAME NUMBER EXP. DATE

YOU MUST ATTACH A COPY OF CURRENT FEDERAL OR STATE LICENSE APPLICABLE TO BUSINESS TYPE.

I, _____, AFFIRM THAT THE FACTS STATED BY ME ARE TRUE. I UNDERSTAND ANY MISREPRESENTATION OR FRAUDULENT STATEMENT IS GROUNDS FOR AUTOMATIC DISMISSAL OF THIS APPLICATION AND/OR REVOCATION OF THE LICENSE. I UNDERSTAND THAT MY BUSINESS MUST BE OPERATED IN COMPLIANCE WITH ALL APPLICABLE STATE, FEDERAL & LOCAL LAWS, ORDINANCES & REGULATIONS. THE GRANTING OF THIS BUSINESS LICENSE OR PAYMENT OF THIS OCCUPATIONAL TAX DOES NOT WAIVE THE RIGHT OF ANY FEDERAL, STATE OR LOCAL ENTITY TO REGULATE & ENFORCE ALL LAWS, ORDINANCES & REGULATIONS. THIS _____ DAY OF _____, _____.

SIGNATURE OF APPLICANT _____ TITLE _____ DATE _____

SIC# _____ OPENING DATE _____ PRORATED _____ TOTAL AMT.DUE _____

PROPERTY ZONED	APPROVED/DENIED ZONING
APPROVED/DENIED – CBI	APPROVED/DENIED – FIRE MARSHALL
APPROVED/DENIED - POLICE	APPROVED/DENIED –ENVIRONMENTAL HEALTH
APPROVED/DENIED - OTHER	PARCEL ID#

LAND LOT

DIST.

***Supplemental Information for Business License
Home Occupation***

1. How do you plan to use your home in this business venture? _____

2. If you are storing equipment or products, where will they be stored? _____

3. If you are using a vehicle, other than a passenger vehicle, for your business, where will the vehicle be located?

Please add any information regarding your home occupation that might be helpful in approving your business license.

LEGAL STATUS AFFIDAVIT

Pursuant to Official Code of Georgia Annotated (OCGA) Section 50-36-1, verification of legal status is required, for the administration of various public services/public benefits as defined in the Georgia Security and Immigration Compliance Act (GSICA). Accordingly, applicants for various public benefits must certify one of the following: *(please mark one choice below)*

_____ (1) The applicant must execute an affidavit that he or she is a United States citizen or legal permanent resident 18 years of age or older; or

_____ (2) The applicant must execute an affidavit that he or she is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act 18 years of age or older lawfully present in the United States.

I, as applicant for public services/public benefits as defined in the Georgia Security and Immigration Compliance Act (GSICA) certify my legal status to be in the United States of America as marked above. I understand that there may be state and/or federal penalties for providing false information on this affidavit required under the Georgia Security and Immigration Compliance Act.

Printed Name of Applicant: _____

Signature of Applicant: _____

Address: _____

Date of Affidavit: _____

Henry County ULDC Requirements

7.01.00 HOME OCCUPATIONS

7.01.01 Generally

- A. A home occupation is permissible in a lawfully established dwelling unit in any residential zoning district. Home occupations shall meet the standards set forth in this section.
- B. The following and similar uses shall be considered home occupations:
 - 1. Office for professionals, such as attorneys, drafters, realtors, insurance agents, engineers, architects, and other consultants;
 - 2. Instruction or teaching, such as academic tutoring, performing arts, or fine arts;
 - 3. Administrative or clerical support services, such as transcription, court reporters, stenographers, notary republic, or addressing services;
 - 4. Personal services, such as beauty or barber shop, manicurists, dress-making or tailoring;
 - 5. Pet grooming;
 - 6. Child day care or nursery school for six (6) or fewer children;
 - 7. Adult day care for six (6) or fewer adults;
 - 8. Personal Care Home for three (3) or fewer persons;
 - 9. Medical Practitioner (excluding veterinarians);
 - 10. Manufacturers' and internet sales representative;
 - 11. Studios for artists, or photographers;
- C. Agricultural activities associated with the raising of crops and farm animals on properties over three (3) acres in size shall not be subject to the requirements for home occupations.
- D. Activities not listed are prohibited as home occupations.

7.01.02 Standards for All Home Occupations

- A. All home occupations shall obtain a business license from Henry County.
- B. Employees of the home occupation shall be limited to the residents of the dwelling.
- C. The home occupation shall be clearly incidental to the residential use of the dwelling.
 - 1. The use of the dwelling for a home occupation shall not change the residential character of the building.
 - 2. No internal or external alterations which are inconsistent with the residential use or character of the dwelling shall be permitted.
- D. Products for sale or use in the home occupation shall not be visible from the street.
- E. Use of a dwelling for a home occupation shall not exceed twenty-five (25) percent of the total square footage of one (1) floor, except for Personal Care Homes and Adult or Child Day Care.

1. Floor plans shall be provided to reflect the dimensions of the entire floor and room which will be utilized for the home occupation. Each floor plan shall be drawn to scale.
- F. The home occupation shall not constitute a nuisance to the surrounding neighborhood.
- G. Outside storage of materials used in connection with a home occupation is prohibited.
- H. A home occupation shall not use or be located in an accessory building.
- I. Only passenger vehicles shall be used in connection with the operation or management of a home occupation.
- J. No business shall be conducted between the hours of 8:00 p.m. and 7:00 a.m.

7.01.03 Standards for Specific Home Occupations

- A. Instruction shall be limited to two (2) students at any one (1) given time.
- B. Beauty shops, barber shops, manicurists, pet grooming and similar services shall be limited to two (2) chairs or stations and one (1) shampoo chair or station. There shall be no more than two (2) clients on the property at any one (1) given time.
- C. Personal Care Homes and Adult or Child Day Care Facilities shall provide an approved State License prior to the issuance of a County Business License.

7.01.04 Specific Standards for Agricultural Home Occupations in the RA Zoning District

- A. Agricultural product sales shall be allowable in the RA zoning district, provided that the lot or parcel is not part of a subdivision.
- B. Notwithstanding the provisions in Section 7.01.02 above, agricultural products grown on the premises in the RA zoning districts may be visible from the street.
- C. Only agricultural products produced on the premises may be sold on the premises.
- D. Trucks and vehicles other than passenger vehicles may be used in connection with the operation of an agricultural home occupation.
- E. An accessory building may be used in connection with an agricultural home occupation, subject to compliance with the following standards:
 1. The accessory building shall maintain a residential appearance.
 2. No automotive painting, body work, salvage, major automotive or heavy equipment repairs are to be conducted.
 3. No machinery or equipment shall be used which generates noise detectable outside the accessory structure.

Signature

Date

Witness

140 HENRY PARKWAY
MCDONOUGH, GA. 30253

PHONE – 770-288-8180
FAX -770-288-8190

Company Name: _____

Company Address: _____

Email address _____

Number of Employees _____

Sales Tax ID #, if your business is required to have one by law: _____

Dear Business Owner:

In order for us to calculate the Occupational Tax (Business License Fee), for business owners in Henry County for the year _____, the following information is needed. This information will allow us to calculate a fair and equitable Occupational Tax fee. This information is vital and absolutely necessary in order to calculate the Occupational Tax. If you have any questions regarding the information requested, please give us a call at (770) 288-8180. We will be happy to assist you.

1. Type of business (your dominant business activity which generates the largest portion of gross income for your business).

2. Actual gross receipts for year, or if not in business estimate for 12 months.

\$_____ (gross receipts).

OR ESTIMATE FOR 12 MONTHS

**GEORGIA LAW REQUIRES THAT WE KEEP THIS
INFORMATION CONFIDENTIAL**

Personal Property Tax Must Be Paid