
Home Occupation Business License Certificate

Application, Instructions,
and Information.

Troup County
Community Development

PLEASE READ CAREFULLY BEFORE APPLYING.

THIS APPLICATION DOES NOT ENSURE A LICENSE WILL BE ISSUED.

First, check to see if the subject property (the property for which the Special Use is requested) is governed by any restrictive covenants. Restrictive Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat, or as an addendum to a subdivision plat. Restrictive Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat.

Since they are private agreements or contracts and Troup County is not a party to the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer should be contacted to assist with the filing. If the requested Non-Conforming Use and/or Structure violates your property covenants, you might become the focus of a civil action. A Special Use approval is not authorization to violate covenants and will not protect you in a lawsuit or civil action brought by your Property Owners Association, land lord, or property manager.

For information about obtaining a copy of subdivision covenants, please contact your Home Owners' Association or the Deeds & Record's Office of the Clerk of Superior Court located at the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.

Troup County, Home Occupation Business License Certificate Application

Troup County is a great place to live, work, and play. Troup County boasts a diverse economy and offers a wide variety of living options. The Board of Commissioners and staff have worked with and listened to the citizens of Troup County, who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

Many successful businesses such as Microsoft and Apple began in homes. The Home Occupation Business License Certificate offers the ability to operate a start-up business or an established business from a residential property, while still protecting neighborhood property values and the residential character of the community. Permitted and restricted home occupations and/or business operations were created for residential zoning districts to help balance these interests. Some business operations are just not suitable for residential areas. These business types should be located in a commercial and/or industrial zoning district. Also, some businesses may outgrow the provisions of the Home Occupation Business License Certificate. Business owners and operators should plan for future growth and move their business operations to a more appropriately suited commercial and/or industrial area, when that time comes.

Instructions:

- Please read the full application carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for a Home Occupation Business License Certificate and it shall be submitted to the Troup County Building, Planning, and Zoning Department. This application does not ensure a license will be issued.
- We will complete the administrative review as timely as possible. Please allow a minimum of 72 hours. If it is determined that a Board of Commissioners (BOC) review is necessary, the application is considered complete upon payment of the additional BOC review fee.

Applicant Information:

- Applicant - This is the person completing the application. The applicant should be the proposed business operator. Provide the mailing address and phone number.
- Business Name - The legal name of the business.
- Business Description – Describe the nature of the business and/or the type of business activities.
- Employees - The number of employees living in the residence and the number living off-site, who come to the residence for work.

Subject Property Information:

- Assessor Parcel Number (APN) - Available from your deed, online property tax bill at http://troupcountyga.org/Departments/Property_Appraisal, or at the Property Appraisal Office located at the Troup County Government Services Center.
- Street Address and Zip Code - The physical address for which the Home Occupation Business License Certificate will be issued.
- Acres - The lot size of the subject property. The individual lot that the APN identifies will be considered. Adjacent properties cannot be combined to achieve a total number of acres. The Property Record Card (PRC) is considered the official record.
- Property Owners Name and Mailing Address - Provide information for the property owner. If the applicant is the property owner, you may provide an alternate mailing address in this space. The PRC is the official record to determine the owner of record. The owner must sign the application.
- Zoning District – The one according to the Troup County Official Zoning Map at the time of the application.
- Present Use - List all present uses, include the residential use and any other previously approved special or conditional uses.
- Do you reside in the home – Do you or will you live in the residence of the subject property? You may be asked to provide evidence of occupancy.
- Zoning and Use of Adjacent Properties - For every property that borders the subject property, list the current zoning district and the current use of the property (residential, commercial, vacant, church, school, etc.).
- Accessory Buildings - List all accessory buildings that will be used in conjunction with the Home Occupation and its total square feet.
- Business Vehicles – List each vehicle and its weight according to the Georgia Department of Driver Services.
- Required Licenses - Does the occupation require a state or federal licenses to operate?
- Sales - Does the occupation involve sales and sales taxes? If so, do you have a current Georgia Sales Tax Certificate?
- Businesses Operated at this Location – Provide the number of any other businesses operated at the proposed address.
- Name and Signature - Your printed name and signature indicate that you've read the Home Occupation materials and understand the restrictions and conditions. If you are not the property owner, have the owner sign on Property Owners Name.
- Additional Information – Please use an additional piece of paper to provide any necessary and/or important information that may not fit in the space provided or was not required as part of the application.

Home Occupation Certificate Application



TROUP COUNTY
GEORGIA

Community Development
100 Ridley Ave, Suite 1300
LaGrange, GA 30240

Phone: (706) 883-1650 Fax: (706) 883-1653



TROUP COUNTY
GEORGIA

Case #	Fee Paid \$	Application Date	Receipt #/By
HO-	<input type="checkbox"/> Review: \$100.00		# /
	<input type="checkbox"/> BOC: \$300.00		# /

Please read the following and attached materials before applying.

DISCLAIMER: A Home Occupation Certificate or associated Business License does not usurp any applicable covenants, lease agreements, local, state or federal laws or regulations associated with the occupation. Before you apply, please read the list of all pre-approved and prohibited Home Occupations, as well as the regulations for each zoning district where the business is to be located. Home Occupation Business License Certificate Records are valid only for the approved location and are not transferable to other locations. The information provided must be confirmed by current Property Records maintained by the Troup County Property Appraisal Office.

APPLICANT INFORMATION

Applicant's Name	Mailing Address	City/State/Zip	Phone #
Business Name	Business Description:	Employees	
		# living in home: _____	
		# living off site: _____	

SUBJECT PROPERTY INFORMATION

Assessor Parcel Number	Street Address (street name if no address)	City/Zip	# Acres
- - -			

Total Square Feet	Sq. Ft. for HO	If rented, provide owner's name and mailing address below (Owner must sign or authorize property use for business)

Property Owner's Name	Mailing Address	City/St/Zip	Phone

Zoning District	Present Use	Have you checked for covenants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you reside in home	<input type="checkbox"/> Yes <input type="checkbox"/> No

Zoning & Use of Adjacent Properties

North	South	East	West
/	/	/	/

Accessory buildings to be used, if any and Sq. Ft:	Business Vehicles
	Vehicle: _____ Weight: _____
	Vehicle: _____ Weight: _____

List any required Licenses	Are sales involved?	GA Sales Tax Certificate?	Any other Businesses Operated at address?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____

By signing this application, you affirm that the information provided is factual to the best of your knowledge.

Print Name

Signature

Office Use Only Below

REVIEW	<input type="checkbox"/> Administrative Requires BOC <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	Administrator/Date	Type <input type="checkbox"/> Res <input type="checkbox"/> Rur <input type="checkbox"/> Farm
BOZAPC	Date: _____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny		Vote: /
BOC	Date: _____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny		Vote: /
CHAIRMAN	Name	Signature		Date

Home Occupation Business License Certificate Affidavit

Applicant: _____ **Address:** _____

I understand the Troup County Zoning Ordinance, listed below, that I must follow in order to operate a business from my residence. Please sign & date here to acknowledge:

Appendix A, Article V, Section 5.5 - Home Occupations.

Home occupations may be permitted in residentially zoned districts according to standards for the zoning district of the business activity's proposed location. Each residentially zoned district shall have home occupations permitted as listed in the following subsections. Any home occupation not listed in the following subsections must be approved by the Troup County Board of Commissioners after an application for home occupation is received and the fees paid as posted in the Troup County Building and Inspections Department. The application shall be presented to the Board of Zoning Appeals / Planning Commission for a recommendation to the Board of Commissioners for final approval.

- Home occupations may not be approved on lots or parcels that do not have a home existing on the lot or parcel at the time of application for a home occupation. Home occupations do not run with the land and are dependent on the applicant. When a home occupation is discontinued for more than six months, and an approved homeowner with an approved home occupation does not renew the required business license or the property changes owners a new application and approval is required to continue any home occupation.
- A change in residence requires an approved home occupation application for each new location.
- Home Occupation certificates will be evaluated at each business license renewal to ensure conditions such as number of employees, acreage, square feet, equipment or inventory storage have not changed.
- Home Occupations involving sales must provide a current Georgia Sales Tax Certificate prior to business license being issued.
- Home Occupations conducted in residential units in non-residential zoning districts shall comply with the regulations applicable to that district.
- Home occupations that require storage of equipment, where permitted shall be in an enclosed structure not visible from the public or private street.
- No home occupation certificate shall be issued in a CRVP.
- Upon finding extenuating circumstance regarding a home occupation certificate application, the zoning administrator may require Board of Commission consideration. In such cases, the application date shall be considered the date of the zoning administrator's review as so dated on the application.

5.5-1: Residential Home Occupations. The conduct of business in single-family medium density (SFMD), lakeside residential (LR), mobile home parks (MHP), multi-family (MFR), and unrestricted subdivision (USD) zoned districts. Other districts include: Agricultural/Residential District (AGR), Rural Residential (RR) or Lakeside Rural Residential (LRR), and Agricultural (AG). When subject parcels are under two (2) acres the provisions of this section shall apply regardless of zoning district. It is the intent of this section to ensure the following:

1. The compatibility of home occupations with other uses permitted in residential zoning districts;
2. The maintenance and preservation of the character of residential neighborhoods and the preservation of peace, quiet and domestic tranquility within all residential neighborhoods.

Residential home occupations, where permitted, must meet the following special requirements:

5.5-2: A home occupation is subordinate to the use of a dwelling unit for residential purposes. No more than 25 percent of the total square feet as recorded on the property record card of the dwelling unit may be used in connection with a home occupation or for storage purposes in connection with a home occupation.

5.5-3: No more than two home occupations shall be permitted within a single dwelling unit.

5.5-4: Onsite employment for the residential home occupation/business is limited to residents of the household.

5.5-5: A home occupation shall produce no noise or obnoxious odors, vibrations, glare, fumes, or electrical interference detectable to normal sensory perceptions outside the principal structure.

5.5-6: No traffic shall be generated by such home occupations in greater volume than would normally be expected in a residential neighborhood. No more than one parcel delivery per day shall be permitted.

5.5-7: There shall be no exterior indication of the home occupation or variation from the residential character of the principal use.

5.5-8: One home occupation related vehicle shall be permitted provided overnight parking of any commercially-equipped vehicle is within an enclosed area. A home occupation related vehicle is a passenger motor vehicle or light duty truck less than 10,000 pounds gross vehicle weight as registered by the Georgia Department of Motor Vehicles. No home occupation related vehicle shall include any of the following: contractor's equipment or other heavy equipment regardless of weight, a garbage truck, trailer, tractor or trailer of a tractor-trailer truck, dump truck, tow truck, passenger bus, cement truck, and step vans or any vehicle used to carry hazardous materials.

5.5-9: A residential home occupation shall be carried on wholly within the principal dwelling. No residential home occupation shall store goods, materials, or products connected with a home occupation in accessory buildings or garage that are attached or detached.

5.5-10: Permitted residential home occupations:

- Design services;
- Art studio (where no more than one model at a time); Consulting services;
- Off-site sales (pharmaceutical, etc.);
- Direct sale product distribution (Amway, Avon, Mary Kay, Tupperware etc.) provided there is no production on premises;
- Drafting and graphic services;
- Dressmaking, sewing, tailoring, contract sewing (one machine); Engineering office;
- Home office only for occupations otherwise not permitted in the district, and for services including, but not limited to the following:
 - Bookkeeping;
 - Accounting;
 - Medical billing; Process rebates;
 - Collections, telemarketing.
- Realtor or real estate appraiser office as allowed by the State of Georgia; Writing, editing, resume services, computer programming;
- Photography studio (no more than one client at a time for on-site models); Tutoring;
- Any occupation conducted solely via telecommunications technology;
- Any other similar occupations not listed here that may be approved by the zoning administrator upon the finding of no adverse impacts to the surrounding neighborhood.

5.5-11: Prohibited residential home occupations include, but are not limited to:

- Ambulance service;
- Restaurants, food preparation for catering or distribution; Veterinary services (including care, grooming and boarding);
- Automobile repair, parts sales, upholstery, or detailing, washing services.

Appendix A, Article V, Section 5.6 - Rural Home Occupations.

Rural home occupations in the Agricultural/Residential District (AGR), Rural Residential (RR), or Lakeside Rural Residential (LRR), and in Agricultural (AG) when the subject parcel is over two (2) acres shall be permitted under the provisions of this section. It is the intent of this section to ensure the compatibility of rural home occupations with other uses permitted in lower density residential districts; maintain and preserve the rural character of the area and not create a nuisance for residents in the area through excessive traffic, smoke, or noise or through the creation of a fire hazard. Any rural home occupation applied for but not specifically stated in section 5.6-9 shall be required to obtain approval from the Troup County Board of Commissioners with a recommendation from the Troup County Board of Zoning Appeals/Planning Board unless otherwise provided in this ordinance.

5.6-1: The subject parcel minimum lot size is two (2) acres. Acreages of multiple parcels may not be calculated together to achieve minimum. For lots less than two (2) acres, home occupations must comply with the requirements of section 5.5.

5.6-2: The rural home occupation shall be clearly subordinate to the principal use of the parcel and shall not change the residential character of the area. No more than 25 percent of the heated square feet of record on the property record card in the property appraisal office of the principal dwelling shall be used in connection with the home occupation or storage purposes.

5.6-3: The rural home occupation shall be conducted within a dwelling or within an accessory building provided all structures are harmonious in appearance with the district in which it is located.

5.6-4: One accessory building not exceeding 1,000 square feet may be used in connection with the rural home occupation.

5.6-5: The business of selling stocks of merchandise, supplies or products shall not be conducted on premises except under the following circumstances:

- a) Orders previously made by telephone or at sales parties may be filled on premises; and Internet sales, off-site trade-show sales, mail order, etc.
- b) Incidental retail sales as may be necessary or in connection with the permitted home occupation that can be stored inside the residence or accessory building.

5.6-6: The existence of the rural home occupation shall not be apparent outside the dwelling or accessory building where the rural home occupation is conducted, except that one un-lighted sign limited to nine square feet of sign area shall be permitted. The sign added to all other signs on the parcel shall not exceed the maximum signage allowed in the district. No sign shall obstruct the view of roadway traffic. All signs must be at least 20 feet from any property line and ten feet from any right of way line.

5.6-7: No out of doors storage of materials, products, equipment or vehicles used in the conduct of the rural home occupation, other than trade vehicles, is permitted unless an accessory building is used to house the equipment, materials or vehicles. A rural home occupation related vehicle is a passenger motor vehicle or light duty truck less than 10,000 pounds gross vehicle weight as registered by the Georgia Department of Motor Vehicles. Rural home occupation related vehicle include any of the following: contractor's equipment or other heavy equipment regardless of weight, a garbage truck, trailer, tractor or trailer of a tractor-trailer truck, dump truck, tow truck, passenger bus, cement truck, and step vans.

5.6-8: Onsite employment (including contract employment) for the rural home occupation/business is limited to residents of the property and not more than two additional persons.

5.6-9: Permitted rural home occupations are as follows:

- All occupations permitted in section 5.5-10;
- Appliance repairs (as long as an accessory building is capable of storage of all equipment and appliances);
- Barber shops/beauty shops (limited to two stations) provided there is sufficient room on the lot for parking of client vehicles (one space for each station, plus one handicapped space) and operator has a Georgia State License to cut and style hair whether a barber or beautician;
- Cabinet making; Ceramics;
- Contracting, masonry, plumbing or painting, electrical, general; Upholstery;
- Photography studio;
- Pet grooming/boarding/kennel and operator has a Georgia State License from the Georgia Department of Agriculture;
-
- Any other business as may be approved by the zoning administrator upon finding that the proposed rural home occupation does not pose adverse impacts to the surrounding neighborhood.

I hereby certify that I have read the above conditions, and agree to comply with each requirement, as well as, all applicable Troup county Code Ordinances, as long as the business is conducted at this location.

Please sign & date here to acknowledge: _____

Troup County Board of Commissioners



TROUP COUNTY
GEORGIA

Community Development Department
100 Ridley Avenue
LaGrange, Georgia 30240

TELEPHONE: (706) 883-1650
FAX: (706) 883-1653

New Business License & Occupational Tax Certificate Requirements:

(Review Fee = \$100.00)

A Business License & Occupational Tax Certificate must be obtained before your business can be opened. Please note that it may take 7 – 10 business days for the review and inspection process.

Please follow the necessary steps, listed below, for obtaining a New Troup County Business License & Occupational Tax Certificate:

- Submit a completed Troup County “New Business License & Occupational Tax Certificate Application Form” and all other attached documents that are required.
- Submit a copy of your Commercial Lease Agreement or submit Proof of Ownership of your new business location.
- Submit a copy of your Driver’s License or a copy of your Permanent Resident Card.
- Submit a copy of your Sales Tax ID # or a copy of your Social Security #.
- Submit a copy of your State of Georgia Professional / Trade License (if applicable).
- Comply with all Troup County Fire Department inspection requirements and obtain a Final Inspection from the Fire Marshal.
- Comply with all Troup County Community Development inspection requirements and obtain a Final Inspection from the Building Official.
- Meet all Troup County Health Department Food Service Permit requirements (if applicable).
- Meet all Troup County Beer & Wine License requirements (if applicable).
- Meet all State of Georgia Department of Agriculture Permit requirements (if applicable).
- Meet all QDC (Quality Development Corridor) requirements (if applicable).
- Meet all Buffer & Screening requirements (if applicable).
- Meet all FEMA Flood Zone & Flood Damage Prevention requirements (if applicable).
- Meet all Airport Zoning District requirements (if applicable).
- Meet all Supplemental Regulations for certain Permitted Land Uses (if applicable). (Examples: Pool/Billiard Room, Junk Yard, Salvage Operation, Amusement Center, Entertainment Establishment, Towing/Wrecker Service, Personal Care Home, Child Day Care, etc.)

Please return all completed applications, forms, documents, and/or required paper work to the Troup County Community Development (706-883-1650).

Thank you for doing business in Troup County! Best of luck with your new business!

Affidavit Verifying Status

For Troup County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Troup County, Georgia, Business License & Occupation Tax Certificate, Alcohol License, or other Public Benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Troup County (circle one) Business License & Occupation Tax Certificate, Alcohol License, or other Public Benefit for _____
(Name of the person applying on behalf of individual, business, corporation, partnership, or other private entity) as a representative of _____ (Name of the business, corporation, partnership, or other private entity).

1) _____ I am a United States Citizen (18 years of age or older).

OR

1) _____ I am a legal permanent resident (18 years of age or older) or I am an otherwise a 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. *** All persons that check this must be verified through the Department of Homeland Security's SAVE program.

2) _____ **Must provide a copy of a Secure & Verifiable Document.**

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: _____

Alien Registration number for Non-Citizens

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

Notary Public _____

***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.

E-VERIFY AFFIDAVIT



Private Employer Affidavit Pursuant to O.C.G.A. §36-60-6(d)

By executing this affidavit under oath, as an applicant for a Troup County _____ (business license & occupational tax certificate, or other document required to operate a business) as referenced in O.C.G.A. §36-60-6(d), the undersigned applicant representing the private employer known as _____ (company name & applicant name) verifies one of the following with respect to the application for the above mentioned document:

1. (a) _____ On January 1st of the below signed year, the individual, firm, or corporation employed more than ten (10) employees.
If the employer selected 1 (a), please fill out Section 2 below.
- (b) _____ On January 1st of the below signed year, the individual, firm, or corporation employed ten (10) or fewer employees.
2. The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. §36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

Federal Work Authorization User Identification Number
(Company ID / E-Verify Number)

Date Authorized

In making the above representation under oath, I understand that any person who knowingly and willfully makes false, fictitious, or fraudulent statement or representation in an affidavit, shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties allowed by such statute.

Executed on the _____ date of _____, 20____ in _____ (City) _____ (State)

Signature of Authorized Officer / Agent of Company

Printed Name of and Title of Authorized Officer / Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

DAY OF _____, 20____

NOTARY PUBLIC
My Commission Expires:

Troup County Board of Commissioners



TROUP COUNTY
GEORGIA

Community Development
100 Ridley Avenue
LaGrange, GA 30240

Telephone: (706) 883-1650
Fax: (706) 883-1653

BUSINESS LICENSE & OCCUPATIONAL TAX CERTIFICATE FEE SCHEDULE

In accordance with Georgia State Law, House Bill 362, county business license fees have been restructured. Please review the chart below and enclose the appropriate fee for your particular size of business.

Please make the check payable to: "Troup County".

<u>Business or Practitioner</u>	<u>Employees</u>	<u>License Fees</u>		<u>Admin Fees</u>		<u>Total Fees</u>
1 - 5	_____	\$125.00	+	\$40.00	=	\$165.00
6 - 10	_____	\$150.00	+	\$40.00	=	\$190.00
11 - 15	_____	\$225.00	+	\$40.00	=	\$265.00
16 - 30	_____	\$350.00	+	\$40.00	=	\$390.00
31 - 50	_____	\$500.00	+	\$40.00	=	\$540.00
51 - 75	_____	\$750.00	+	\$40.00	=	\$790.00
76 - 100	_____	\$1000.00	+	\$40.00	=	\$1040.00
						Plus \$10.00 per Each Employee Over 100

****NOTE**** Part Time Employees:

Please use this as an example.

2 Part-Time Employees = 1 Full Time Employee.

5 Part-Time Employees = 2 Full Time Employees.

<u>Beer & Wine Licenses</u>		<u>License Fees</u>		<u>License Fees</u>
Retail Package License:	Beer	\$200.00	Wine	\$200.00
Retail Pouring License:	Beer	\$200.00	Wine	\$200.00
Wholesale Distributors License:	Beer	\$100.00	Wine	\$200.00
Alcoholic Beverage Catering License:	(Beer and Wine)	\$100.00 Total		
Farm Winery License:	Operating Premises	\$200.00	Tasting Room	\$100.00 Each
Farm Winery Retail Package License:	Beer	\$50.00	Wine	\$50.00
Farm Winery Retail Pouring License:	Beer	\$50.00	Wine	\$50.00
Entertainment License:		\$250.00 Each		

*******Under the New Georgia State law, businesses operating within the State of Georgia are responsible for purchasing a license in the jurisdiction in which the business is located. However, business owners outside the State of Georgia will be responsible for obtaining a license in the jurisdiction in which work is being conducted.