



Cherokee County Development Service Center

1130 Bluffs Parkway, Canton Georgia 30114

Phone 770-721-7810

Website: www.cherokeecountyga.gov

E-mail: dsc@cherokeecountyga.gov

Application for Home Based Occupation Tax Certificate

As an applicant of a Home Occupation Tax Certificate, I have received a copy of Cherokee County Zoning Ordinance Article 9. I have read and understand I must comply with this ordinance. I understand that failure to comply with these regulations may result in revocation of the occupation tax certificate. Initial_____

Home Occupation Tax Certificates must be renewed beginning January 1st of each year. Your Home Based Occupation Tax Certificate is not transferable from one owner to another. The Development Service Center will email a renewal notice approximately 30 days prior to the renewal period. The notice is sent as a courtesy and non-receipt of the notice does not relieve the business owner from the responsibility of renewing the occupation tax certificate. Initial_____

1. Business Name_____NAICS Code_____

2. Business Address_____Suite#_____

City_____State_____Zip_____Phone_____

3. E-mail address_____Business website_____

4. Mailing Address_____Suite#_____

City_____State_____Zip_____

5. Date Business began in Cherokee County_____E-Verify Number_____

6. # of Owners_____# Full time employees_____# Part time employees_____

(As it appears on Form 941 of your Employer's Quarterly Federal Tax Return, line 1-Number of employees who received wages, tips or other compensation)

7. Sales and Use Tax Identification Number_____

8. Federal Employer Identification Number_____

9. Full Detailed Description of Business_____

10. Will this business address be used strictly as home office only? YES ☐ NO ☐ If no, please indicate other business activities that will occur on the property (e.g. parking, storage, sales, etc.)

11. Please indicate ownership status: _____Sole Proprietor _____Partnership _____Corporation/LLC _____Non-profit

(Please provide copy of Certificate of Incorporation, 501c3 status if applicable)

12. Owner name_____E-mail address_____

Home Address_____Apt#_____City_____

State _____ Zip _____ Home Phone _____

*Corporations/Partnerships must provide the names of all officers or partners, their titles, resident addresses and phone numbers. If more space is needed, please attach to the application.

Corporate/Partner Information

13. Officer/Partner _____ Title _____

Home Address _____ Apt# _____ City _____

State _____ Zip _____ Home Phone _____ E-mail address _____

14. Officer/Partner _____ Title _____

Home Address _____ Apt# _____ City _____

State _____ Zip _____ Home Phone _____ E-mail address _____

15. Officer/Partner _____ Title _____

Home Address _____ Apt# _____ City _____

State _____ Zip _____ Home Phone _____ E-mail address _____

16. Is there another home occupation license issued for this property? Yes _____ No _____

17. Will there be any retail sales from your home? ____ Yes ____ No If yes, explain _____

18. Will there be outside storage of goods, materials, products, equipment or machinery? ____ Yes ____ No If yes, explain what will be stored, the amount of exterior storage area (in square footage) and how it will be screened from view of the street(s) or access easement(s) _____

19. Will you utilize any accessory building or detached garage for storage? ____ Yes ____ No If yes, indicate what portion of the accessory building will be utilized for the home based business (in square footage) and describe what will be stored _____

20. Will you be accepting any business related deliveries at your home? ____ Yes ____ No If yes, how many per day? _____

21. What portion of the residence will be utilized for the home based business (in square footage)? _____

22. How many business vehicles and of what type (year, make & model), will be parked on the property? (This includes vehicles utilized for the business, employee vehicles, and any means of conveyance which are designed to be pulled by motorized vehicles upon the roadway, e.g. trailers) _____

23. Will you be storing any hazardous materials on your property? ____ Yes ____ No If yes, explain _____

24. Will employees of the business report to your home? ____ Yes ____ No If yes, how many? _____

25. Does this business require any state or federal approval? If so, please provide proof showing that said compliance and approval is current. (Before issuance of a Home Occupation Tax Certificate, applicant must demonstrate compliance with all state and federal requirements and regulations.) ____ Yes ____ No If yes, explain and attach documentation _____

26. Is your business a family day care? ____ Yes ____ No If yes, how many children? _____

(Family day cares are allowed in the following zoning districts: AG, R-80, R-40, R-30, R-20 and R-15 provided that the parcel has a total acreage for said zoning classification.)

ARTICLE 9: HOME OCCUPATIONS DEVELOPMENT STANDARDS

For all home occupations, except as otherwise provided for child day care, the following requirements shall be applied:

9.3-1 Retail sales shall be prohibited on the premises except for products or goods produced or fabricated on the premises as a result of the home occupation. Said items may only be those produced on the premises or incidental supplies necessary for and consumed in the conduct of the home occupation. Samples, however, may be kept on the premises but neither sold nor distributed from the residence. Said retail sales shall not be defined to include the exhibition of a sample and the subsequent order and delivery of goods.

9.3-2 Except for permitted outdoor instructional services, the home occupation shall be conducted only within the enclosed living area of the home which may include the basement, or within an enclosed accessory building or detached garage.

9.3-3 A home occupation and any storage of goods, materials, or products connected with a home occupation shall be allowed in accessory buildings or detached garage.

9.3-4 No alteration of the residential appearance of the premises shall occur.

9.3-5 There shall be no display or storage of products, materials, equipment, or machinery where they may be visible from any public street, private street, and access easement. In any, the property shall comply with the Cherokee County Property Maintenance Ordinance. Where provided, exterior storage area shall be limited to an area not to exceed 25% of the allowable floor area for a home occupation. Where a property is licensed for two (2) or more businesses, a maximum exterior storage area shall be limited to an area not to exceed 25% of the allowable floor area, in total, on the property.

9.3-6 The conduct of the home occupation shall not increase the normal flow of traffic or on-street or off-street parking.

9.3-7 There shall be no increased noise, vibration, glare, fumes, odors or electrical interference created by the home occupation distracting from general appearance.

9.3-8 No process shall be used which is hazardous to public health, safety, morals or welfare.

9.3-9 In no case shall a customary home occupation be opened to the public at times earlier than 8:00 a.m. nor later than 10:00 p.m.

9.3-10 No more than two (2) vehicles shall be utilized in the business. In any event, no vehicle shall be allowed in violation of the Cherokee County Property Maintenance Ordinance. Where a property is licensed for two (2) or more businesses, a maximum of two (2) business vehicles shall be permitted, in total, on the property. All business vehicles must be parked off-street.

9.3-11 Adequate off-street parking in a manner consistent with the residential nature of the property shall be provided for the allowed use.

9.3-12 The home occupation shall be conducted from the property upon which the owner's/ operator's principal domicile or permanent home is located. In no circumstance shall the residence and/or accessory building/detached garage be leased to others for use as a home occupation /business.

9.3-13 The number of part time or full time non-resident employees working on the premises of the home occupation shall not exceed two (2) employees, in total, on the property.

9.3-14 The home occupation shall utilize not more than 1,000 sq. ft. of floor area for operation or storage purposes, including space within the primary residence and any accessory structure or detached garage. Of the 1,000 square feet of floor area, no more than 600 square feet may be used in any accessory structure or detached garage. Where a property is licensed for two (2) or more businesses, the square footage maximums in this section shall apply, in total, on the property.

9.3-15 Owners/Operators of all home occupations shall maintain a current occupational tax certificate. Failure to hold a current occupation tax certificate will invalidate the home occupation.

9.3-16 Owners/Operators of a home occupation shall permit a limited inspection of the premises by the director or other duly authorized agent of the Board of Commissioners or other agency having jurisdiction or responsibility for enforcing applicable laws, requirements and regulations at the time of application, or after the home occupation has commenced operation in order to determine compliance with the requirements of this code. Failure to cooperate in providing such access may result in the immediate discontinuation of the home occupation.

Prohibited Home Occupations

The following uses shall be prohibited. Including but not limited to:

- *Major appliance repair (NAICS Codes 8113 and 8114);
- *Automobile, truck or motorcycle repair; parts sales, upholstery or detailing; washing service (NAICS Code 8111);
- *Boarding house, time share condominium (NAICS Codes 721110 and 721310);
- *Private clubs, special event facility (NAICS Codes 813410 and 531120);
- *Restaurants and taverns (NAICS Codes 7224 and 7225);
- *Tow truck services (NAICS Code 488410);
- *Veterinary uses, animal hospital (NAICS Codes 541940 and 541940);
- *Automobile and related vehicular sales lot, tire sales and storage (NAICS Codes 4411, 4412, 4539, 4599, 411310 and 441330);
- *Automobile, Motorcycle, Boat/watercraft, farm/construction equipment repair/service/maintenance, on premise (NAICS Codes 8111, 8113 and 8114);
- *Ambulance service (NAICS Code 621910);
- *Amusement or recreational activities (NAICS Codes 7139 and 7131);
- *Pawn shop (NAICS Codes 522298 and 522299);
- *Chemical storage and manufacturing, other manufacturing (NAICS Codes 4246, 4247 and 31-33);
- *Repair service (lawn mower, small engine, appliance) (NAICS Codes 8113 and 8114);
- *Tanning salon, tattooing, body or ear piercing, massage therapy (on premise) (NAICS Codes 812199 and 621399);
- *Funeral services (NAICS Code 812210)

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, & that the granting of this home based occupation tax certificate or payment of this occupation tax does not waive the right of any federal, state or local entity to regulate & enforce such laws, ordinances & regulations.

This _____ day of _____, 20____

Signature of applicant: _____

_____ Owner _____ Manager Other, specify _____

THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE PLANNING AND ZONING DEPARTMENT PRIOR TO ISSUANCE

OFFICE USE ONLY

Map & Parcel _____

Zoning Classification _____

Total amount due _____

NAICS code _____

Checklist:

Proof of residency confirmed? _____

Application is complete? _____

All affidavits have been completed and notarized? _____

Copy of Certificate of Incorporation received? _____

Copy of registration of business with Deeds & Records received? _____

Copy of professional state license (if applicable)? _____