



# Home-Based Occupational Tax Certificate Checklist and Contact Information

## Checklist

DOCUMENTS CHECKLIST	
Proof of Trade Name Registration from State or County	
Proof of EIN from IRS	
Copy of Valid Driver's License - Proof of Address is not current on Drivers License	
Completed and Notarized Home Occupation License Form	
Completed and Notarized Affidavit Forms	
Completed and Signed NAICS Code Acknowledgement Form	
Acknowledge receipt of Article 4-170 of the Powder Springs Unified Development Code	

## Verification of Business Entity and Trade Name Registration

All local businesses require a City of Powder Springs Occupational Tax License. In addition you are required to provide proof of business entity registration with the state or trade name registration with the county; or both.

Corporations, limited liability companies, and limited partnerships in Georgia are formed by filing with the Corporations Division of the Georgia Secretary of State. Create an entity at the **Georgia Secretary of State** Corporations Division website or call 404.656.2817 for information. Proof of state registration can be obtained online for business registered in Georgia at <https://ecorp.sos.ga.gov/BusinessSearch>.

A trade name is any name used in the course of business that doesn't include the full legal name of all the owners of the business. In the case of a corporations, limited liability companies and limited partnerships, it is any name that differs in any respect from the name registered with the Secretary of State. All companies, businesses, partnerships, associations, and individuals in Georgia using a trade name must register the name. To register a trade name in Cobb County visit the **Cobb County Clerk of Superior Court** website or call 770.528.1300 for information.

## Contact Information

**The Community Development Dept.**  
4488 Pineview Drive  
Powder Springs, GA 30127.  
commdev@cityofpowdersprings.org  
770-943-1666

**Occupational Tax Certificate**  
Jackie Major  
Executive Assistant  
Community Development  
jmajor@cityofpowdersprings.org



# Home-Based Occupational Tax Certificate Application Form

## Business Information

<b>Business Name</b>		<b>Business Address</b> <small style="float: right;">Powder Springs, GA</small>	
<b>Mailing Address</b>		<b>EIN</b>	<b>State Professional License</b>
<b>Business Phone</b>		<b>Business Email</b>	
<b>Date of Incorporation</b>	<b>Date of Opening in Powder Springs</b>	<b>Number of Employees</b>	<b>Estimated Annual Gross Revenue</b>
<b>Ownership Type</b> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Owner <input type="checkbox"/> Non-Profit <input type="checkbox"/>		<b>Home Based?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Owner's Name</b>		<b>Owner's Address</b>	
<b>Owner's Phone</b>		<b>Owner's Email</b>	

## Business License Fee

License Fee from schedule      \$ _____ Administrative Fee                 \$ 18.00 Total Amount Due                    \$ _____ <small style="text-align: center;">Make check payable to: The City of Powder Springs</small>	<b>For City of Powder Springs Use Only</b>  Fee Received By                    _____ Payment Type                      _____ Date Received                      _____
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## Signature

I certify that facts by me are true and correct. I understand any misrepresentation is grounds for automatic dismissal of this application and or revocation of this license and fines. I understand that all signs displayed on the premises must be approved and permitted by the City of Powder Springs. I also understand that my business must operate in compliance with all applicable state, federal and local laws, ordinances, and regulations. The granting of this license or payment of this occupational tax does not waive the rights of any federal, or local entity to regulate and enforce such laws, ordinances, and regulations. In addition, I understand that my business location must conform to all zoning rules and regulations including Section 4-170 of the Unified Development Code of the City of Powder Springs if my business is a home-based business.

<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Signature of Taxpayer or Authorized Agent	Printed Name	Date

**State of Georgia, County of Cobb.**

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ month.

20\_\_\_\_, by \_\_\_\_\_ name of signer. Identification Presented: \_\_\_\_\_.

<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Signature of Notary Public	Name of Notary Public	My Commission Expires

NOTARY STAMP



# Home-Based Occupational Tax Certificate Affidavit Forms

## Affidavit Verifying Status of Benefit Applicant Pursuant to O.C.G.A 50-36-1

Effective July 1, 2007, every agency providing public benefits through any local program is responsible for determining the immigration status of citizen applicants. By executing this affidavit under oath, as an applicant for a City of Powder Springs Business License benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a license or permit or benefit:

- I am a United States citizen 18 years of age or older; **OR**
- I am a legal permanent resident of the United States 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. **AND**
- I provided at least one secure and verifiable document, required by O.C.G.A 50-36-1(e)(1) with this affidavit. O.C.G.A. Section 50-36-1(e)(2) requires that aliens and legal permanent residents provide their alien registration number. My alien number issued by the U.S. Department of Homeland Security or other federal immigration agency: \_\_\_\_\_. The secure and verifiable document provided: \_\_\_\_\_.

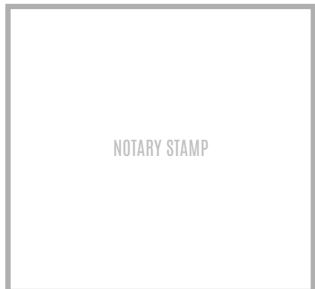
In making the above representation under oath, I understand that any person who knowingly and willfully makes a false representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Executed in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

_____	_____	_____
Signature of Applicant	Printed Name	Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ month, 20\_\_.

_____	_____	_____
Signature of Notary Public	Name of Notary Public	My Commission Expires



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

Effective July 1, 2013, any private company with more than 10 full-time employees, along with every public employer, regardless of its size, must register with the federal E-Verify program to check the legal status of new hires.

By executing this affidavit, the undersigned private employer verifies it's compliance with O.C.G.A. § 36-60-6, **stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify**, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If your business employs less than ten (10) employees, please check this box and sign below.**

By checking this box and signing this form below you are stating affirmatively that your business employs less than ten (10) employees and that your business is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify.

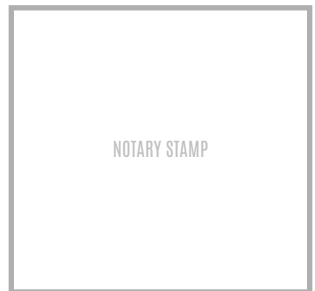
I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

_____	_____	_____
Signature of Applicant	Printed Name	Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ month, 20\_\_.

_____	_____	_____
Signature of Notary Public	Name of Notary Public	My Commission Expires





# Home-Based Occupational Tax Certificate

## Business NAICS Code Acknowledgement Form

### North American Industrial Classification System (NAICS)

The North American Industry Classification System is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

The U.S. Census Bureau's online NAICS code search tool — <https://www.census.gov/naics/>. Enter a key word related to your business type in the most recent NAICS search field at the top left of the page. A digital copy of the 2017 NAICS manual is available at census bureau's website.

<b>Business Name</b>	<b>Business Website</b>	<b>Online Sales?</b> YES NO
<b>Business Address</b>	<b>NAICS Code:</b>	<b>Number of Employees:</b>
<b>Provide a detailed description of the business</b>		
_____ <b>Signature of Business Owner</b>	_____ <b>Printed Name</b>	_____ <b>Date</b>

### City of Powder Springs Official Use only.

<b>Current Zoning</b>	<b>Use Permitted</b> YES or NO
<b>Zoning Verified By</b>	<b>Date</b>
<b>Finance Approval</b>	<b>Date</b>



# Home-Based Occupational Tax Certificate

## Contact Information and Fee Schedule

### Contact Information

<p><b>The Community Development Dept.</b>          4488 Pineview Drive          Powder Springs GA 30127.          commdev@cityofpowdersprings.org          770-934-1666</p>	<p><b>Occupational Tax Certificate</b>          Jackie Major          Executive Assistant          Community Development          jmajor@cityofpowdersprings.org</p>
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### Class A1 Fee Schedule

Class determined by NAICS Code. Add \$18.00 Administration Fee.

ANNUAL GROSS RECEIPTS	CLASS A1 FEES	ANNUAL GROSS RECEIPTS	CLASS A1 FEES
\$0 to \$99,999	\$85.00	\$3,000,000 to \$4,999,999	\$2,455.00
\$100,000 to \$249,999	\$160.00	\$5,000,000 to \$9,999,999	\$4,455.00
\$250,000 to \$499,999	\$280.00	\$10,000,000 to \$19,999,999	\$6,455.00
\$500,000 to \$749,999	\$430.00	\$20,000,000 to \$39,000,000	\$8,455.00
\$750,000 to \$999,999	\$580.00	\$40,000,000 to \$79,000,000	\$10,455.00
\$1,000,000 to \$2,999,999	\$1,255.00	\$80,000,000 and above	\$12,455.00
PLUS \$200 PER MILLION OR PORTION THEREOF			

### Class A2 Fee Schedule

Class determined by NAICS Code. Add \$18.00 Administration Fee.

ANNUAL GROSS RECEIPTS	CLASS A2 FEES	ANNUAL GROSS RECEIPTS	CLASS A2 FEES
\$0 to \$99,999	\$90.00	\$3,000,000 to \$4,999,999	\$2,855.00
\$100,000 to \$249,999	\$178.00	\$5,000,000 to \$9,999,999	\$4,855.00
\$250,000 to \$499,999	\$318.00	\$10,000,000 to \$19,999,999	\$6,855.00
\$500,000 to \$749,999	\$493.00	\$20,000,000 to \$39,000,000	\$8,855.00
\$750,000 to \$999,999	\$668.00	\$40,000,000 to \$79,000,000	\$10,855.00
\$1,000,000 to \$2,999,999	\$1,455.00	\$80,000,000 and above	\$12,855.00
PLUS \$200 PER MILLION OR PORTION THEREOF			



# Home-Based Occupational Tax Certificate

## Unified Development Code

### Home Occupation. Section 4-170

Home occupations may be established in a dwelling as an accessory use to a dwelling as provided in permitted uses requirements for the zoning districts established by this development code (see article 2), subject to compliance with the requirements of this section. **The failure to meet one or more of these requirements at any time shall be unlawful and shall be grounds for the city to immediately revoke business registration.** There shall be no exterior indication that the business activity is taking place, including no activity or display associated with the home occupation outside of any building or structure.

- (a) **Required license.** Any occupational license, including business registration, required by state or city regulations must be obtained.
- (b) **Physical limit.** The floor area devoted to the home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit or 500 square feet, whichever is less. This limitation applies to the aggregate floor area of all areas devoted to the home occupation, whether located within the dwelling or in an accessory structure.
- (c) **Alteration of exterior of building.** The exterior appearance of the dwelling must remain that of a dwelling. No external alterations inconsistent with the residential use of the building shall be permitted.
- (d) **Vehicles.** Vehicles kept on site in association with the home occupation shall be used by residents only, except for the parking of employees as may be permitted by this section. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation. Commercial vehicles are not permitted.
- (e) **Visitations.** There shall be no visits by clients or patrons permitted in conjunction with a home occupation; provided, however, that the following exceptions are made for purposes of meeting overriding public goals of education and the care of children: instruction in music, dance, arts and crafts, and similar subjects, limited to two students at one time; and a family day care home, as defined by this unified development code.
- (f) **Incoming vehicles.** Incoming vehicles related to the home occupation, if any, shall at all times be parked off-street within the confines of the residential driveway or other on-site permitted parking.
- (g) **Transport of goods.** The transporting of goods by truck in connection with a home occupation is prohibited. There shall be no goods, products, or commodities received on the premises intended for resale or delivery to customers except by U.S. Mail, parcel service, or personal delivery, in which case there shall be no more than 12 deliveries or pick up of items per month in conjunction with a home occupation.
- (h) **Sale or display of goods or merchandise.** There shall be no display, and no stock-in-trade nor commodity sold on the premises, in connection with a home occupation.
- (i) **Signage.** There shall be no signs permitted in conjunction with a home occupation, although this limitation shall not preclude the property owner from erecting one or more signs permitted on the lot pursuant to article 7 of this unified development code.
- (j) **Employees.** Only occupants of the dwelling and one additional full-time employee or two part-time employees shall be authorized to work on the premises in connection with a home occupation.
- (k) **Externalities and nuisances.** No home occupation shall generate traffic, sound, odor, vibration, light, or dust that is offensive or that creates a nuisance as detectable at any property line. Home occupations must exclude the use of machinery or equipment that emits sound (e.g., saws, drills, musical instruments, etc.) that is detectable at any property line.
- (l) **Uses specifically prohibited.** The following uses are specifically prohibited as home occupations: auto sales or auto repair; restaurants; animal hospitals, veterinary clinics, kennels, or the keeping of animals; funeral homes; retail or wholesale establishments; machine shops; personal service establishments (excluding beauty salons); special event facilities; and lodging services.
- (m) **Approval.** All home occupations shall be subject to the approval of the community development director. The applicant for a business registration shall file for approval from the community development director on forms provided by the community development director. Additional information, including a site plan of the lot on which a home occupation is proposed, may be required by the director, along with information describing the nature of the home occupation.