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## **Occupational Tax Application Checklist** **(Business License for Home Business)**

- ✓ Verify the business address is in the municipal City limits of Snellville and is properly zoned to allow the proposed use of the property. Four different zip codes (30078, 30017, 30039, and 30052) have Snellville mailing addresses; however, the address may not be located within the City limits;
- ✓ If you plan any structural interior/exterior improvements, additions, or alterations, a Building Permit must be first be obtained. Upon final inspection and approval, a Certificate of Occupancy will be issued by the City of Snellville;
- ✓ Food service and preparation establishments need to provide a copy of their Food Service Permit from the Gwinnett County Health Department. Please call (770)963-5132 for additional information;
- ✓ Food storage establishments need to provide a copy of the inspection results and approval obtained from the Georgia Department of Agriculture. Please call (404)656-3627 for additional information;
- ✓ Home Business Applicants must be able to comply with either the Home Business Standards or Home Occupation Standards. Please review the attached chart that differentiates the two uses;
- ✓ Complete the following applications and forms in their entirety (as applicable):
  - Occupational Tax (Business License) Application;
  - U.S. Citizen / Qualified Alien Affidavit (requires notarized signature);
  - Registered Agent form (requires notarized signature);
  - Georgia Sales and Use Tax Affidavit;
  - Home Business Standards OR Home Occupation Standards.
- ✓ Upon receiving the completed and signed Occupational Tax (Business License) Application and supplemental forms, the application will be accepted and fees collected. Please allow five business days for processing and approval;
- ✓ To obtain your Federal Employer Identification Number (EIN), contact the IRS at (877)423-6711. To obtain your Georgia State Tax/Employer I.D. Number and Georgia Sales & Use Tax Number, contact the Georgia Dept. of Revenue Registration at (404)423-6711 or register on line at [gtc.dor.ga.gov](http://gtc.dor.ga.gov). To incorporate your business, form a limited liability company or limited partnership, contact the Corporations Division of the Secretary of State at (404)656-2817;
- ✓ As part of the Home Business/Home Occupation Standards, these uses are prohibited from the display of any signage on the property.



# CITY OF SNELLVILLE

DEPARTMENT OF PLANNING AND DEVELOPMENT  
2342 OAK ROAD, 2<sup>ND</sup> FLOOR  
SNELLVILLE, GA 30078-2361  
(770) 985-3513 ~ FAX (770) 985-3551  
[www.snellville.org](http://www.snellville.org)

FOR CITY USE ONLY DATE RCVD _____ SIC CODE _____ CLASS _____ ZONING DISTRICT _____ USE PERMITTED _____	<h2 style="margin: 0;">OCCUPATIONAL TAX APPLICATION</h2> <p style="margin: 0;">(FOR BUSINESS LICENSE)</p> <p style="margin: 0;">BL # _____</p>	FOR CITY USE ONLY DATE PAID _____ FEES DUE _____
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COMPLETE ALL SECTIONS. OCCUPATIONAL TAX WILL BE BASED UPON INFORMATION SUPPLIED ON THIS APPLICATION.

APPLICATION FOR:  NEW BUSINESS     RENEWAL     CHANGE IN OWNERSHIP     ADDRESS CHANGE

CORPORATE NAME		<b>MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS)</b>	
BUSINESS NAME		APPLICANT NAME	
FED. ID NO. / SSN	DATE BUSINESS ESTABLISHED:	IN CARE OF	
BUSINESS OWNER NAME		MAILING STREET ADDRESS	
LOCAL STREET ADDRESS		MAILING P.O. BOX	
CITY, STATE, ZIP		CITY, STATE, ZIP	

### LOCAL PHONE NUMBERS

BUSINESS ( ) \_\_\_\_\_  
 FAX ( ) \_\_\_\_\_  
 RESIDENCE ( ) \_\_\_\_\_  
 CELLULAR ( ) \_\_\_\_\_  
 EMAIL \_\_\_\_\_

TYPE OF OWNERSHIP (CHECK ONE)    SOLE PROP \_\_\_\_\_    PARTNERSHIP \_\_\_\_\_    CORP \_\_\_\_\_    LLC \_\_\_\_\_

LIST NAMES AND ADDRESSES OF OWNER (IF DIFFERENT THAN APPLICANT) AND/OR LOCAL MANAGER

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 IF CORPORATION, GIVE STATE AND DATE \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_  CHECK HERE IF BUSINESS IS IN RESIDENCE

### GROSS RECEIPTS (This information is strictly confidential)

IF BUSINESS CONDUCTED FOR ONLY A PART OF THE PRECEDING YEAR, PART YEAR RECEIPTS MUST BE PRORATED TO FULL YEAR (12 MONTHS). IF NEW BUSINESS, GROSS RECEIPTS MUST BE PRORATED TO FULL YEAR (12 MONTHS).

\$ \_\_\_\_\_ (PROJECTED MONTHLY GROSS RECEIPTS)

FOR CITY USE ONLY

### PROFESSIONAL PRACTITIONERS

Certain PROFESSIONAL PRACTITIONERS may elect to pay \$300 per practitioner in lieu of reporting and paying a tax on gross receipts. If you are eligible, and if you and all members of your firm elect to pay the flat per-practitioner tax this year, check below and you will be charged accordingly.

\_\_\_\_\_ I ELECT TO PAY A FLAT TAX IN LIEU OF REPORTING GROSS RECEIPTS AND PAYING A TAX BASED ON GROSS RECEIPTS.

PLEASE INDICATE THE NUMBER OF PRACTITIONERS NEXT TO THE APPROPRIATE TYPE OF PROFESSIONAL

_____ Architects	_____ Landscape Architect	_____ Podiatrist
_____ Chiropractor	_____ Land Surveyor	_____ Practitioner of Physiotherapy
_____ Dentist	_____ Lawyer	_____ Psychologist
_____ Embalmer	_____ Optometrist	_____ Public Accountant
_____ Engineers (Civil, Mech., Etc.)	_____ Osteopath	_____ Therapists/Counselors
_____ Funeral Director	_____ Physician	_____ Veterinarian

NUMBER OF EMPLOYEES ASSOCIATED WITH BUSINESS (EXCLUDING BUSINESS OWNER) \_\_\_\_\_

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND CONTAINS NO FRAUDULENT INFORMATION.**

APPLICANT NAME (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**+++++++ PLEASE BE ADVISED -- INCOMPLETE APPLICATIONS CANNOT BE PROCESSED ++++++**



O.C.G.A § 50-36-1(e)(2)



U. S. CITIZEN / QUALIFIED ALIEN AFFIDAVIT

As a result of recent law change, The City of Snellville, Georgia is required to obtain from each person applying for a particular public benefit (including new and renewal licenses) a signed and sworn affidavit verifying his or her lawful presence in the United States that is accompanied by a copy of at least one "secure and verifiable document." By executing this affidavit under oath, as an applicant for: \_\_\_ Occupation Tax Certificate or \_\_\_ Alcoholic Beverage License, for (Business Name) \_\_\_\_\_ as referenced in O.C.G.A. § 50-36-1, from The City of Snellville, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit (check one of the following):

- a. \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Submit a legible front and back copy of your current secure and verifiable document(s) such as driver's license, passport, or other document as indicated on back page.**
- b. \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_ (Required). **Submit a legible front and back copy of one of the following secure and verifiable document(s):**

- U.S. Permanent Resident Card (I-551), or
- Valid Foreign Passport with I-94, or
- Temporary Resident Alien Card (I-688), or
- Employment Authorization Card (I-766 or I-688B), or
- Employment Authorization Document (I-688B), or
- Refugee Travel Document (I-571)

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 O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute. Furthermore, the undersigned applicant hereby verifies that applicant has provided at least one secure and verifiable document, as defined by O.C.G.A. § 50-36-2 with this affidavit.

SWORN TO AND SUBSCRIBED,

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_;

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

AFFIX SEAL HERE

**Secure and Verifiable Documents**  
**Under O.C.G.A. § 50-36-2**

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residence or immigration status.

- \_\_\_\_\_ United States passport or passport card
- \_\_\_\_\_ United States military identification card
- \_\_\_\_\_ Driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, The Commonwealth of the Northern Marianas Islands, The United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.
- \_\_\_\_\_ Identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, The Commonwealth of the Northern Marianas Islands, The United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.
- \_\_\_\_\_ Tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.
- \_\_\_\_\_ United States Permanent Resident Card or Alien Registration Receipt Card (I-551)
- \_\_\_\_\_ Employment Authorization Document that contains a photograph of the bearer ((I-766)
- \_\_\_\_\_ Passport issued by a foreign government
- \_\_\_\_\_ Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- \_\_\_\_\_ Free and Secure Trade (FAST) card
- \_\_\_\_\_ NEXUS card
- \_\_\_\_\_ Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- \_\_\_\_\_ Driver's license issued by a Canadian government authority
- \_\_\_\_\_ Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
- \_\_\_\_\_ Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
- \_\_\_\_\_ Other document or form of identification for proof or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular public benefit.



## Department of Planning & Development

City of Snellville  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, Georgia 30078  
[www.snellville.org](http://www.snellville.org)

(770) 985-3513  
(770) 985-3514  
FAX (770) 985-3551

### **GEORGIA SALES & USE TAX AFFIDAVIT**

IN ACCORDANCE WITH O.C.G.A § 48-13-20.1, CITIES AND COUNTIES MAY COLLECT AND SUBMIT CERTAIN INFORMATION TO ENABLE THE GEORGIA DEPARTMENT OF REVENUE (877-423-6711) TO ENSURE THAT BUSINESSES ARE PROPERLY COMPLIANT WITH STATE AND LOCAL SALES TAX LAWS.

THE CITY OF SNELLVILLE, GEORGIA LEVIES AN OCCUPATION TAX OR REGULATORY FEE UNDER O.C.G.A § 48-13-1 ET SEQ., AND PASSED RESOLUTION 2011-04 ON FEB 28, 2011 TO PARTNER WITH THE GEORGIA DEPARTMENT OF REVENUE IN AN EFFORT TO ENSURE PROPER PAYMENT OF SALES AND USE TAX.

ANY PERSON WHO PERFORMS ANY BUSINESS, OCCUPATION OR PROFESSION SUBJECT TO AN OCCUPATION TAX OR REGULATORY FEE UNDER O.C.G.A. § 48-13-1 ET SEQ., IS REQUIRED TO PROVIDE THE CITY OF SNELLVILLE THE FOLLOWING INFORMATION WHEN PAYING SUCH OCCUPATION TAX OR REGULATORY FEE:

#### **BUSINESS INFORMATION**

Legal Name of the Business: \_\_\_\_\_

Does Business have a Trade Name or D/B/A:  No  Yes (Name): \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
Street Address or PO Box City State Zip

Business Physical Address: \_\_\_\_\_  
Street Address Suite

Sales and Use Tax ID Number Assigned by the Georgia Department of Revenue: \_\_\_\_\_  
(Do not provide Federal Taxpayer ID Number (FEIN))

Check here if Georgia law does not require a Sales and Use Tax identification number for the business.

North American Industry Classification Code (NAICS): \_\_\_\_\_ (leave blank if not known)

#### **ACKNOWLEDGEMENT**

*I hereby understand and acknowledge that pursuant to O.C.G.A. § 48-13-20.1 the City of Snellville, Georgia may collect certain information which will be provided to the Georgia Department of Revenue to ensure that businesses are properly compliant with State and local sales and use tax laws and that if any person refuses or fails to provide the required information, the City of Snellville will notify the Georgia Department of Revenue. For questions, please contact the Georgia Department of Revenue at 877-423-6711 or website [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov).*

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



**The City of Snellville**  
 Department of Planning & Development  
 2342 Oak Road, 2<sup>nd</sup> Floor  
 Snellville, GA 30078

Phone: 770-985-3513  
 Fax: 770-985-3551  
 www.snellville.org

**REGISTERED AGENT CONSENT FORM**

\_\_\_\_\_  
 Business Name

\_\_\_\_\_  
 Location Address

I, \_\_\_\_\_, do hereby consent to serve as the Registered Agent for the licensee, owners, officers, and/or directors and to perform all obligations of such agency under the Code of Ordinances of the City of Snellville. I understand the basic purpose is to have and continuously maintain in Gwinnett County a Registered Agent upon which any process, notice, or demand required or permitted by law or under said Ordinance to be served upon the licensee or owner may be served.

**I understand that the Registered Agent must be a resident of Gwinnett County.**

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature of Agent

\_\_\_\_\_  
 Type Name of Agent

\_\_\_\_\_  
 Type Agent's Home Address

\_\_\_\_\_  
 Type City, County, and State

**APPROVED:**

\_\_\_\_\_  
 Sole Owner/Partner

\_\_\_\_\_  
 Officer or Director      Title

Notary

*Notary Seal*

\_\_\_\_\_  
 Expiration Date

## CITY OF SNELLVILLE HOME OCCUPATION STANDARDS

### Alterations to Home or Lot

No separate entrance or driveway shall be permitted.

### Operation of occupation, storage of goods, etc.

The operation of the home occupation and the storage of goods, materials, etc. must be conducted entirely within the principal dwelling unit. No accessory structures or carports may be used, whether attached or detached to the dwelling unit.

### Employees

All employees must be residents of the home, whether working on or off premise.

### Business Vehicles

One business vehicle may be used for the home occupation, in addition to any personal vehicles used by members of the household employed in the home occupation. No vehicle may be larger than a van or pickup truck.

### Business Parking

All parking associated with the home occupation must be in the driveway. Parking is not permitted in the street or yard, nor may an additional parking area be created for the use of the home occupation.

### Number of Client Vehicles per Day

No more than 12 client vehicles may visit the premises per day.

### Sales Parties

Home occupations are not permitted to hold sales parties on the premises.

### Required Permit(s)

Occupational Tax License

### Permitted Uses

General office or business services  
Studios/work spaces for handicraft production, fine arts, cooking, etc.  
Direct sale product distribution (Avon, Tupperware, Pampered Chef, etc.)

## CITY OF SNELLVILLE HOME BUSINESS STANDARDS

### Alterations to Home or Lot

A separate entrance or driveway may be permitted for the home business, provided it is in the side or rear of the dwelling unit.

### Operation of business, storage of goods, etc.

The business may be conducted within the dwelling unit or within an approved, fully enclosed accessory structure. No exterior storage or display of materials or equipment is permitted.

### Employees

On-premise employees shall be limited to residents of the dwelling plus two additional outside employees. The number of off-premise employees shall not be limited, provided any visits they make to the home do not result in any violations of other provisions of the Home Business Ordinance.

### Business Vehicles

The number of business vehicles is not limited, provided their parking is in compliance with the Home Business Ordinance. No vehicle may be larger than a van or pickup truck.

### Business Parking

Parking is permitted in the driveway or on the street, provided it does not create a traffic hazard. An additional parking area may be added in the side or rear yard for up to 3 additional spaces. See Section 18.4I for requirements of this parking area.

### Number of Client Vehicles per Day

The number of client vehicles per day is not limited. However, there shall be no more than 3 client vehicles on the premises during any period of 60 minutes.

### Sales Parties

Sales parties may be held on the premises no more than 2 times per month and must be limited to 10 client vehicles.

### Required Permit(s)

Home Business Permit: \$25.00 plus \$10 per on-premise employee (max of two)  
Occupational Tax License

### Permitted Uses

Any use allowed as a Home Occupation  
Barber/beauty shop  
Contractors, painters, masonry, plumbing  
Landscape maintenance  
Hobby Breeders  
Television, or small electrical repairs  
Upholstering  
Woodworking or furniture restoration  
Child care for up to five children, excluding the children of the provider

**SNELLVILLE ZONING ORDINANCE**

**ARTICLE XVIII**

**HOME BUSINESS STANDARDS**

**PLEASE READ THE STANDARDS LISTED BELOW AND INITIAL IN THE SPACE PROVIDED INDICATING THAT YOU CAN AND WILL COMPLY WITH EACH.**

SECTION 18.4 HOME BUSINESS STANDARDS. Home Businesses may be permitted in all residential zoning districts provided that the following standards are fully complied with at all times:

\_\_\_\_\_ 1. The home business shall be clearly incidental and secondary to the use of the dwelling. No additions or alterations of the dwelling unit or lot shall be permitted that change the residential appearance of the premises. A separate entrance or driveway shall be permitted for the home business, provided it is on the side or rear of the unit.

\_\_\_\_\_ 2. The home business shall be conducted entirely within the principal dwelling unit and/or in a properly permitted, approved, and fully enclosed accessory building. The accessory structure may not exceed 750 square feet and must be of similar construction, architecture, and materials to the main dwelling unit.

\_\_\_\_\_ 3. No exterior storage or display of any materials or equipment associated with the home business shall be permitted. Window displays shall not be utilized.

\_\_\_\_\_ 4. The home business shall not be open to the public or receive deliveries earlier than 8:00 am or later than 8:00 pm. Routine residential type carriers, such as the USPS, UPS, RPS, and/or FedEx, excepted.

\_\_\_\_\_ 5. A home business shall produce no offensive noise, vibration, smoke, dust, odors, or heat. No equipment or process shall be used in a home business which creates visual or audible electrical interference in any radio or television receiver off the premises or which causes fluctuations in line voltage off premises.

\_\_\_\_\_ 6. Toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials, if any, shall be used, stored and disposed of in accordance with the International Fire Code and the National Fire Protection Association Life Safety Code. Activities conducted and material/equipment used shall not be of a nature to require the installation of fire safety features not common to residential uses.

\_\_\_\_\_ 7. On-premise employees shall be limited to residents of the dwelling unit plus two (2) additional employees. The dwelling unit must be the primary and legal place of residence for the owner of the home business. Owner of the home business is defined as an individual, not a partnership or corporation, that has sole ownership of 51% or more of the stock, assets, or value of the home business. Renters shall provide written evidence of owner approval for a Home Business with their application. **Enter the number of outside employees here: \_\_\_\_\_ (maximum of 2 outside employees).**

\_\_\_\_\_ 8. Parties for the purpose of selling merchandise or placing orders may be held no more than two (2) times per month and must be limited to ten (10) customer vehicles. The parties shall not be advertised to the general public.

\_\_\_\_\_ 9. All parking associated with the home business must be on a hard-surface, dust-free area, such as the driveway. An additional parking area may be created in the side or rear yard for up to three (3) additional parking spaces. The parking area must be constructed of concrete, asphalt, or pavers (approved by the City Engineer) and must not detract from the residential character or visual appearance of the property. The parking area must be approved by the Planning and Development Department prior to installation. On-street parking is permitted provided it does not create a traffic hazard.

\_\_\_\_\_ 10. There shall be no more than three (3) client vehicles on the premises during any period of sixty (60) minutes. An exception shall be made during sales parties, recitals, etc. provided these events are held no more than two (2) times per month and for child care facilities.



**SNELLVILLE ZONING ORDINANCE**

**ARTICLE XVIII**

**HOME BUSINESS STANDARDS (continued)**

\_\_\_\_\_ 11. Deliveries to the home business shall be made by passenger vehicles, mail carriers, or step vans (UPS, RPS, Federal Express) and must not restrict traffic circulation.

\_\_\_\_\_ 12. No advertising shall identify the location of a home business to the general public. (Example: bulk or mass advertising and signage). Business cards, letterhead, business listings, etc. are excluded.

\_\_\_\_\_ 13. More than one home business may be permitted in a single residence. The above limitations shall apply to the combined uses.

\_\_\_\_\_ 14. The home business can be described as one of the following uses (please circle one):

- 1. General office or business service
- 2. Studios/work space for handicraft production, fine arts, cooking, etc.
- 3. Direct sale product distribution (Avon, Tupperware, Pampered Chef, etc.)
- 4. Barber/beauty shop
- 5. Contractors, painters, masonry, or plumbing
- 6. Landscape maintenance
- 7. Hobby breeders
- 8. Television or other small electrical repairs, excluding major appliances (i.e. washers, dryers, refrigerators, televisions larger than 36", etc.)
- 9. Upholstering
- 10. Woodworking and furniture restoration
- 11. Child care for up to five children, excluding the children of the provider

I have read the above requirements of the Home Business Ordinance and can comply with each requirement at all times during the operation of my business. I understand that it is unlawful to violate the provisions and requirements of this ordinance. The Zoning Enforcement Officer, or his/her designee, shall have the right at any time, upon reasonable request, to enter and inspect the premises of the Home Business for safety and compliance purposes. I understand that should I violate this ordinance or fail to comply with its requirements, shall upon conviction, be punished either by a fine not to exceed \$1000.00 per day, or by a sentence of imprisonment not to exceed sixty (60) days in jail, or both a fine and jail or work alternate. Each day that a violation continues after due notice has been served shall be considered a separate offense. Additionally, I understand the City shall have the right to revoke the Occupational Tax License and/or the Home Business Permit for violation(s) of this ordinance.

\_\_\_\_\_  
Home Business Owner (printed name)

\_\_\_\_\_  
Home Business Owner (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (printed name)

\_\_\_\_\_  
Property Owner (signature)

\_\_\_\_\_  
Date

# SNELLVILLE ZONING ORDINANCE

## ARTICLE XVIII

### HOME OCCUPATION STANDARDS

**PLEASE READ THE STANDARDS LISTED BELOW AND INITIAL IN THE SPACE PROVIDED INDICATING THAT YOU CAN AND WILL COMPLY WITH EACH.**

SECTION 18.3 HOME OCCUPATION STANDARDS. Home Occupations may be permitted in all residential zoning districts provided that the following standards are complied with in full at all times:

\_\_\_\_\_ 1. The home occupation shall be clearly incidental and secondary to the use of the dwelling. No additions or alterations of the dwelling unit or lot shall be permitted that change the residential appearance of the premises. No separate entrance or driveway shall be permitted for the home occupation.

\_\_\_\_\_ 2. The home occupation shall be conducted entirely within the principal dwelling unit. No home occupation nor any storage of goods, materials, or products connected with a home occupation shall be allowed outdoors or in accessory buildings or carports, whether detached or attached to the principal dwelling unit. Window displays shall not be utilized.

\_\_\_\_\_ 3. No person other than a resident of the dwelling shall work on-premise. The dwelling unit must be the primary and legal place of residence for the owner of the home occupation. Owner of the home occupation is defined as an individual, not a partnership or corporation, that has sole ownership of 51% or more of the stock, assets, or value of the home occupation. Renters shall provide written evidence of owner approval for a Home Occupation with their application.

\_\_\_\_\_ 4. The home occupation shall not be open to the public or receive deliveries earlier than 8:00 am or later than 8:00 pm. Routine residential type carriers, such as the USPS, UPS, and/or FedEx, excepted.

\_\_\_\_\_ 5. A home occupation shall produce no offensive noise, vibration, smoke, dust, odors, or heat. No equipment or process shall be used in a home occupation which creates visual or audible electrical interference in any radio or television receiver off the premises or which causes fluctuations in line voltage off premises.

\_\_\_\_\_ 6. Toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials, if any, shall be used, stored and disposed of in accordance with the International Fire Code and the National Fire Protection Association Life Safety Code. Activities conducted and material/equipment used shall not be of a nature to require the installation of fire safety features not common to residential uses.

\_\_\_\_\_ 7. One business vehicle may be used for the home occupation in addition to any personal vehicles used by members of the household employed in the home occupation. No vehicle used for the home occupation shall be larger than a non-commercial van or pickup truck.

\_\_\_\_\_ 8. All parking associated with the home occupation must be in the driveway where the home occupation is located. No parking shall be permitted in the street or yard. No shared parking is permitted associated with any home occupation.

\_\_\_\_\_ 9. No more than twelve (12) client vehicles shall visit the premises of the home occupation per day.

\_\_\_\_\_ 10. Deliveries to the home occupation shall be made by passenger vehicles, mail carriers, or step vans (UPS, Federal Express) and must not restrict traffic circulation.

**SNELLVILLE ZONING ORDINANCE**

**ARTICLE XVIII**

**HOME OCCUPATION STANDARDS (continued)**

\_\_\_\_\_ 11. No advertising shall identify the location of a home occupation to the general public. (Example: bulk or mass advertising and signage). Business cards, letterhead, business listings, etc. are excluded.

\_\_\_\_\_ 12. More than one home occupation may be permitted in a single residence. The above limitations shall apply to the combined uses.

\_\_\_\_\_ 13. The home occupation can be described as one of the following uses (please circle one):

- 1. General office or business services
- 2. Studios/work spaces for handicraft production, fine arts, cooking, etc.
- 3. Direct sale product distribution (Avon, Tupperware, Pampered Chef, etc.)

I have read the above requirements of the Home Occupation Ordinance and can comply with each requirement at all times during the operation of my occupation. I understand that it is unlawful to violate the provisions and requirements of this ordinance. The Zoning Enforcement Officer, or his/her designee, shall have the right at any time, upon reasonable request, to enter and inspect the premises of the Home Occupation for safety and compliance purposes. I understand that should I violate this ordinance or fail to comply with its requirements, shall upon conviction, be punished either by a fine not to exceed \$1,000.00 per day, or by a sentence of imprisonment not to exceed sixty (60) days in jail, or both a fine and jail or work alternate. Each day that a violation continues after due notice has been served shall be considered a separate offense. Additionally, I understand the City shall have the right to revoke the Occupational Tax License for violation(s) of this ordinance.

\_\_\_\_\_  
Home Occupation Owner (printed name)      \_\_\_\_\_  
Home Occupation Owner (signature)      \_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner (printed name)      \_\_\_\_\_  
Property Owner (signature)      \_\_\_\_\_  
Date