

**City of Chamblee
5468 Peachtree Road
Chamblee, GA 30341**



**APPLICATION
FOR
OCCUPATION TAX CERTIFICATE
(Business License)**

**HOME
BUSINESS**

Linda McDaniel, Assistant City Clerk
770-986-5010, Ext. 226
Fax: 770-986-5014

CERTIFICATE #: _____

APPLICATION FOR REGISTRATION OF A HOME BUSINESS

Type of Ownership (check one):

Proprietorship;

Partnership;

Domestic Corporation

Beginning Date ____ / ____ / ____

Of Business Within the City of Chamblee

Description of Business Activity:

Gross Receipts

Name of Business

Business Address Suite/Apt. # City State Zip

Business Mailing Address (if other than above) Suite/Apt. # City State Zip

Business Owner Name (Company and/or Individual – Please print)

Business Phone

Date of Birth

Driver's License No. & State

Home Phone

Social Security Number

Driver's License Expires

Fax Number

E-mail

Fed. ID No./Employee Identification No.

- No exterior advertising signs may be used at this address; no advertising in newspapers may reference the home address.
- The Occupation Tax Fee is based on gross receipts. A **total tax** is due upon approval from the City Manager. Make check or money order payable to the City of Chamblee.

OFFICE USE ONLY:

Approved: _____ Denied: _____ Date: _____ SIC #: _____ Class #: _____

Amount paid: \$ _____ Cash _____ Check # _____

Fire Marshal Approval City Taxes Paid Lease Zoning

The following questions relate only to the address shown on page 1 of this application.

1. Will all business activity conducted at the above location take place entirely within the dwelling? If No, explain fully. Yes No

2. Will any employees, partners or other associates other than those living in the home come to this location for any purpose concerning the business? If yes, explain fully. Yes No

3. Will any public contact take place at this location other than by phone or mail? If yes, explain fully. Yes No

4. Will any materials, inventory or equipment be stored anywhere at this location other than within the dwelling? If yes, explain fully. Yes No

5. Will any vehicles be used in connection with the business? Yes No

Year/Make	Model	Tag#	Operator

Year/Make	Model	Tag#	Operator

Give the percentage of the dwelling unit used for business. 25% maximum. _____
Percent

Applicant: I hereby certify that all information provided herein is complete. I have answered all questions completely and truthfully to the best of my knowledge.

Applicant Signature: Business Owner or Owner's Representative

Date: ____ / ____ / ____

Title

S.A.V.E. AFFIDAVIT

Affidavit Verifying Residency Status of an Applicant as Required by the Georgia Security and Immigration Compliance Act

By executing this affidavit under oath, as an Applicant, as a City Vendor, or as a Recipient for other public benefit as referenced in the Georgia Security and Immigration Compliance Act, (O.C.G.A. § 50-36-1), I am stating the following:

I am a United States citizen, or

(Check one)

I am a legal permanent resident 18 years of age or older I am 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.*

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 Section 16-10-20.

Signature of Applicant

Date

Printed Name

Alien Registration Number for Non-Citizens

Name of Associated Business

NOTARIZATION REQUIRED:

Subscribed and sworn before me this _____ day of _____, 20____

Notary Seal

Notary Public Signature: _____ My Commission Expires: _____

***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.

Indicate the document verifying your residency status and ATTACH A COPY of the front and back of the document.	
<input type="checkbox"/> I-327 Re-entry Permit	<input type="checkbox"/> Machine Readable Immigrant Visa
<input type="checkbox"/> I-551 Permanent Resident Card	<input type="checkbox"/> Temporary I-551 Stamp (on passport or I-94)
<input type="checkbox"/> I-571 Refugee Travel Document	<input type="checkbox"/> I-94 Arrival/Departure Record
<input type="checkbox"/> I-688 Temporary Resident Card	<input type="checkbox"/> I-688A Employment Authorization Card
<input type="checkbox"/> Naturalization Certificate	<input type="checkbox"/> I-688B Employment Authorization Document
<input type="checkbox"/> Certification of Citizenship	<input type="checkbox"/> Unexpired Foreign Passport
<input type="checkbox"/> DS2019 Certificate of Eligibility for Exchange Visitor (J-1) Status	<input type="checkbox"/> I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student Status
<input type="checkbox"/> I-766 Employment Authorization Card	<input type="checkbox"/> Other - Description of Document:

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

By executing this affidavit under oath, as an applicant for an *occupational tax certificate*, as referenced in O.C.G.A. § 36-60-6(d), from The City of Chamblee, the undersigned applicant representing the private employer known as _____ [*printed name of private employer*] verifies one of the following with respect to my application for the above mentioned document:

1. Fill out this section between January 1, 2012, and June 30, 2012.

(a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than five hundred (500) employees.

(b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than five hundred (500) employees.

If the employer selected 1(a) please fill out Section 4 below.

2. Fill out this section between July 1, 2012, and June 30, 2013.

(a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than one hundred (100) employees.

(b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.

If the employer selected 2(a) please fill out Section 4 below.

3. Fill out this section on or after July 1, 2013.

(a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees.

(b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than ten (10) employees.

If the employer selected 3(a) please fill out Section 4 below.

4. 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. § 13-10-90. 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

Date of Authorization

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 allowed by such statute.

Executed on the ___ date of _____, 2012 in _____ (city), _____(state)

Signature of Authorized Officer or Agent

Printed Name of and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ___ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

AFFIDAVIT PERTAINING TO HOME BUSINESSES

Must be read and signed if you plan to operate a business from a residential property

APPENDIX A – ZONING ORDINANCE

Article VI, Section 608

In all residential zoning districts, any building used for residential occupancy may conduct a home occupation use provided that:

1. The primary use of the unit is a dwelling;
2. The following standards are complied with in full at all times:
 - A. Such use shall be conducted entirely within the dwelling unit and only persons living in the dwelling unit shall be engaged and employed in such occupation, and the number of residents employed shall not exceed two;
 - B. No mechanical or electrical equipment is to be utilized except that, which is necessarily, customarily, or ordinarily used for household or leisure purposes;
 - C. No equipment that interferes with radio and/or television reception shall be allowed.
 - D. No toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials shall be used or stored on the premises;
 - E. There shall be no outside operations, storage, or display of materials or products;
 - F. No accessory buildings shall be used in connection with the home occupation.
 - G. No alteration of the residential appearance of the premises occurs, including the creation of a separate entrance to the dwelling or utilization of an existing entrance exclusively for the business;
 - H. There shall be no exterior evidence of the home occupation;
 - I. No commodity shall be stocked or sold on the premises to the general public;
 - J. No process shall be used which is hazardous to public health, safety, or welfare;
 - K. Visitors, customers, or deliveries shall not exceed that normally and reasonably occurring for a residence and shall, under no circumstance, exceed more than two business visitors an hour and eight a day and not more than two manufacturer or wholesaler direct deliveries of products or materials per week;
 - L. No on-street parking associated with the business shall be permitted;
 - M. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation;
 - N. The home occupation shall be restricted to 25 percent of the dwelling and shall not exceed 150 square feet of floor area. Said home occupation use shall be clearly secondary to the use of the dwelling for dwelling purposes; and
 - O. There shall be no group instruction, assembly or activity.

Article 3, Section 301.48

Home occupation: Any occupation or activity carried on by a member of the family residing on the premises, in connection with which there is no group instruction, assembly or activity and no sign is used or no display that will indicate from the exterior that the building is being utilized in any part for any purpose other than that of a dwelling; there is no commodity sold upon the premises; no person is employed other than a member of the immediate family residing on the premises and no mechanical or electronic equipment is used for commercial purposes.

I affirm that I have read the above ordinances of the City of Chamblee Zoning Codes.

Signed: _____

Date: _____



CITY OF CHAMBLEE BUSINESS EMERGENCY CONTACT FORM

EMERGENCY SERVICES CONTACT INFORMATION. THIS FORM MUST BE FILLED OUT COMPLETELY.

Name of Business

Business Street Address Suite/Apt. # City State Zip

Name of Business Owner (Company and/or Individual – Please print)

Business Phone Emergency Phone Cell Phone E-mail

Type of Business (Explain) Size of Business in sq. feet, or Dimensions x _____

Alarm System: Yes No If yes, Alarm systems must be registered with the Police Department and an Alarm Permit is required

Hazardous or flammable materials stored on site? No Yes If yes, please list:

IN CASE OF EMERGENCY AFTER HOURS, PLEASE CONTACT: (List in the order to be called)

First Contact

Home Street Address Suite/Apt. # City State Zip

Home Phone Cell Phone

Second Contact

Home Street Address Suite/Apt. # City State Zip

Home Phone Cell Phone

Third Contact

Home Street Address Suite/Apt. # City State Zip

Home Phone Cell Phone

Name of Building/ Property Owner

Home Street Address Suite/Apt. # City State Zip

Home Phone Cell Phone E-mail