



Paulding County Occupational Tax Certificate

240 Constitution Blvd · 1st Floor · Dallas, GA 30132

770-443-7596

Home Based Business

New applications must be submitted in person to the Paulding County business license office. In order to obtain a business license the application must be filled out **completely**. Payment must accompany the application. The application will not be processed if payment is not submitted or if the application is not completed. ***Application will not be processed without Tax Commissioner Approval*** Owner must apply in person in order to obtain a home based business license.

Business is: New
 Renewal
 Closing Business ID# _____
 Filing for an address/name change Business ID# _____

Business Name _____ Phone # _____

Corp LLC ***Must Provide articles***

Physical Location _____

Mailing Address _____

Full Description/Type of Business _____

Number of Employee's _____

***If a State license is required, please fill out the following information. A copy of the license must be presented with this application.**

State Card # _____ Expiration Date _____

Food Service Permit/Dept. of Agriculture # _____

Business Owner's Information

Owner's Name _____ Phone # _____

Address _____

DOB _____ Driver's License # _____ ***Copy is Required***

Partner's Name _____ Phone # _____

Address _____

DOB _____ Driver's License # _____ ***Copy is Required***

I, _____, do hereby certify that the facts stated by me in the above and foregoing answers to questions are true and no false or fraudulent statement is made herein. I understand that any falsification of any part of this application could cause denial or revocation of the license.

Signature of Applicant _____ Date _____

Partner's Signature _____ Date _____

<u>Office Use Only</u>	
Zoning Approval _____	Parcel # _____
Planning & Zoning Comments _____	
Taxes Verified _____	Date _____
BL Clerk _____	Business ID# _____
Date _____	Pmt Type _____
Pmt Amt _____	



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Home Office Compliance Acknowledgement

Please read the following requirements set forth in the Paulding County, Zoning Ordinance in the operation of a “home office”. The Zoning Ordinance defines “Home Office” as an office conducted entirely within a dwelling which is carried on by the occupant(s) thereof and which is clearly incidental and secondary to the use of the dwelling for residential purposes subject to the following standards:

- (1) No more than one room of the dwelling may be used for the home office. The home office shall not occupy more than twenty-five (25) percent of the gross floor area of the dwelling.
- (2) The appearance of the dwelling shall not be altered or the occupation within the residence shall not be conducted in a manner that would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, or the emission of sounds, vibrations, or other conditions that carry beyond the premises.
- (3) The use shall not be visibly evident from outside the dwelling except for a sign no larger than two (2) square feet in size.
- (4) The use shall not generate nuisances such as on-street parking, electrical interference, hazards, noise, or other nuisances.
- (5) Traffic generation for the dwelling with a home office shall not exceed that normally generated without a home office.
- (6) The use shall not include any business which involves the sale, manufacture, or repair of merchandise on the premises or the storage of inventory, raw material, or other materials to be used in the business. This does not apply to a mail order type business which has no on-site customers.
- (7) The use shall not include no more than two (2) clients per hour frequenting the services of the home office; however, during peak seasons (for example Certified Public Accountants), up to eight (8) clients per hour are permitted.
- (8) The use shall not involve any outside operations or outside storage or display of products or materials other than the sign as permitted herein.
- (9) Only residents of the dwelling may be employed in the home office, except one incidental employee other than a resident of the dwelling is permitted.
- (10) One business vehicle is permitted. The vehicle shall be no larger in size than a pickup truck, panel truck, or van, and is limited in size to one-ton carrying capacity. No other larger business vehicles or equipment are permitted (such as tractor trailers, semi-trucks, or heavy equipment).
- (11) Pickups from and deliveries to the site in regard to the business shall be limited to vehicles having no more than two axles and shall be restricted to no more than two pickups or deliveries per day.

By signing below, I hereby certify that I will comply with the requirements set forth under the Paulding County Zoning Ordinance. I further acknowledge that if at any time the said “Home Office” is determined to be in noncompliance with aforementioned requirements a request to the Paulding County Marshal Bureau will be made for citations to be issued. My Occupational Tax Certificate will be determined invalid; and I must cease operation of business unless a “Land Use Permit” is approved in accordance with the Paulding County, Georgia, Zoning Ordinance.

Owner's Signature _____ Date _____

Partner's Signature _____ Date _____

PLEASE ALLOW UP TO SEVEN BUSINESS DAYS FOR PROCESSING*



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Affidavit Verifying Status for Paulding County Public Benefit Application

By executing this affidavit under oath, as an applicant for a Paulding County Georgia:
[check app. box below]

- Business Occupation Tax Certificate (Business License),
- Alcohol Beverage License/Permit,
- Taxi Permit/License,
- Employment Benefit (Retirement, Health or Disability benefit,
- Contract or sub-contract with Paulding County, Georgia,
- 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 to Paulding County for the license, permit or contract as indicated above.

_____ [Fill in Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] for

_____ [Fill in Name of corporation, business or partnership, if any applies]

[Initial the blank that applies below]

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 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.* All persons that check this box must be verified through DHS's SAVE program.

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
My Commission Expires: _____

***Note:** O.C.G.A. § 50-36-1(3)(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:

Alternate Identifying number for qualified aliens who do not have an A.R. number



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PAULDING COUNTY OCCUPATIONAL TAX FEES

<u>Number of Employees</u>	<u>Tax Liability</u>	<u>Administrative Fee*</u>	<u>Total Fee</u>
0-5	\$75.00	\$25.00	\$100.00
6-15	\$150.00	\$25.00	\$175.00
16-25	\$300.00	\$25.00	\$325.00
26-50	\$500.00	\$25.00	\$525.00
51 +	\$750.00	\$25.00	\$775.00

THE \$25.00 ADMINISTRATIVE FEE IS NONREFUNDABLE

(Pawn Shops Are Exempt From The Administrative Fee)

Late Fees/Penalties

Any business not having paid their applicable fees by the end of the month it is due will be charged a \$25.00 late fee or 10% of the total Occupational Tax due, whichever amount is greater.

Forms of Payment Accepted:

Exact Cash, Money Order, Check (No Starter Checks)

We do **NOT** accept Debit or Credit Cards

**PAULDING COUNTY BUSINESS LICENSE ARE NOT
TRANSFERABLE, THERE WILL BE NO REFUND ISSUED**