



Paulding County Occupational Tax Certificate
240 Constitution Blvd · 2nd Floor · Dallas, GA 30132
Office: 770-443-7596 Fax: 678-224-4514
Home Based Residential Business

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.
- (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.
- (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