New Home Based Business License Application

Date: _____ Please check one: ☐ Mail (If mailed, please add $1.25 for postage) ☐ Pick-up

Corporation Name: _____

Business Name: _____

Type of Business: Please check one: [ ] Corporation [ ] LLC [ ] Partnership [ ] Sole Proprietor

Business Address: _____ (Cannot be Post Office Box)

_____

Mailing address if different from above: _____

_____

Business Phone No.: _____ Fax: _____

Owner Name: _____

Owner Address: _____

Owner Phone No.: _____

Owner Cell No.: _____

Owner email address:_____

Sales Tax ID Number: _____ FEIN Number: _____

Description of Business: _____

How would you like to receive future correspondence? E-Mail Regular Mail

No. of Full-time Employees: _____ No. of Part-time Employees: _____
(Owner counts as 1)

Residency Verification provided with application: _____

Approved by City Planner/Code Enforcement:_____

Approved by City Manager: _____

Approved by City Clerk: _____

Renewal Amount Due: $_____

Administration Fee: $ 5.00

If mailed, postage due: $_____

TOTAL DUE: $_____

FOR OFFICE USE ONLY

ID #: _____ Check #: _____

License #: _____ Amount: _____

NAICS #: _____

Any person who knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document, knowing the same to contain any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of state government or the government of any county, city or other political subdivision of this state shall, upon conviction thereof, be punished by a fine of not more than $1,000.00 or imprisonment of not less than one nor more than five years, or both. O.C.G.A. § 16-10-20

I have read and understand the above statement of the law and by signing my name below I attest that all the information contained in this **Business License Application** Form is true and correct to the best of my knowledge.

_____

Signature **Date**

_____

Printed Name **Title**

_____

Notary Public **Commission Expires**

***Notaries are available at City Hall free of charge**

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See below for the cost breakdown for your 2014/2015 Flowery Branch Business License plus $5 Administration Fee.

Part Time Employee Computation:

Two (2) part-time employees equal one (1) full time employee. If you have an odd number of part-time employees, round the number down. For instance, if you have 7 part-time employees round down to 6 and divide by 2. This will equal 3 full time employees.

Number of Employees	Rate of Tax
1	$60.00
2-2	$120.00
3-4	$180.00
5-7	$300.00
8-10	$480.00
11-15	$649.00
16-20	$763.00
21-27	$895.00
28-35	$1,023.00
36-50	$1,221.00
51-75	$1,498.00
76-100	$1,738.00
101-150	$2,145.00
151-200	$2,498.00
201-300	$3,101.00
301-500	$4,140.00
501-1000	$6,378.00
1000+	$8,703.00

Affidavit Verifying Status for City Public Benefits Application

By executing this affidavit under oath, as an applicant for a City of Flowery Branch, Ga. Business License, Alcoholic Beverage License, contract or other public benefit as referred in O.C.G.A. Section 50-36-1, I am Stating that the following with respect to my application for a City of Flowery Branch Business License, Alcoholic Beverage License, contract or other (circle one) for

_____

(Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity)

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*

In making the above representative under oath, I understand that any person who knowingly and willfully makes 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 this _____ day of _____, 2016

_____ _____

Notary Public Signature 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. Qualified aliens that do not have an alien registration number may supply another indentifying number below

_____

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

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. **Please check only one:**

(A) _____On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees[1].

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B)_____On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

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. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

_____
Name of Private Employer

_____
Federal Work Authorization User Identification Number

_____
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____ _____, 2015 in _____(city),_____ (state).

_____
Signature of Authorized Officer or Agent

_____
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE_____DAY OF_____, 2015 .

NOTARY PUBLIC
My Commission Expires:

[1] To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

City of Flowery Branch
Home Occupation Affidavit

Applicant	Proposed Business
Address	Tax Parcel / Zoning

Home occupations may be established in a portion of a dwelling as provided in permitted uses requirements for the zoning districts established by this Zoning Ordinance. No more than one home occupation may be established in a single dwelling. In districts where permitted, the following regulations shall apply to home occupations, and failure to meet one or more of these regulations at any time shall be unlawful and grounds for immediate revocation of business registration:

(a) Physical Limitations. The gross floor area of a dwelling unit devoted to a home occupation shall not exceed 1,000 square feet, or 30 percent of the gross floor area of the dwelling, whichever is less. An accessory building may be used for the home occupation, but in no case shall the total area within the accessory building devoted to such use be greater than 500 square feet. If part of the dwelling unit and an accessory building are devoted to a home occupation, no more than 1,000 square feet of combined gross floor area shall be used for such activity.

(b) Building Alterations. The exterior appearance of the dwelling and any accessory building used for a home occupation must remain that of a dwelling, or accessory use to a dwelling. No external alterations inconsistent with the residential use of the dwelling or accessory building are permitted.

(c) Parking of Vehicles. Vehicles kept on site in association with the home occupation shall be used by residents of the dwelling only. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation. 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.

(d) Visits by Patrons Limited. Except for family day care homes, there shall not be more than three (3) nonresident persons on the premises at the same time in conjunction with the residential business whether they are students, clients, patients, or customers.

(e) Transportation of Goods and Deliveries. The transporting of goods by a truck larger in size than a customary passenger vehicle, truck, or sport utility vehicle in connection with a home occupation is prohibited. There shall be no goods, products or commodities received on or shipped from the premises; provided, however, that this provision shall not prevent the non-routine delivery or pickup of packages by Federal Express, United Parcel Service, or other commercial carrier.

(f) Equipment, Off-site Impacts, and Nuisances. No home occupation shall generate traffic, sound, smell, vibration, light, or dust that is offensive or that creates a nuisance. There shall be no exterior lighting of the building or property that is not in character with a residential neighborhood. No equipment that interferes with radio and/or television

reception shall be allowed. Home occupations must exclude the use of machinery or equipment that emits sound (e.g., saws, drills, musical instruments, etc.) that is detectable beyond the property. Chemical, electrical, or mechanical equipment that is not normally a part of domestic or household equipment and which is used primarily for commercial purposes shall not be permitted if it is detectable in terms of sight, hearing, or smell from a property line.

(g) Signs. There shall be no signs permitted in conjunction with a home occupation, whether placed on the premises or on a vehicle parked on the premises. This Section shall not be construed as limiting a property owner from erecting signs permitted on the lot pursuant to Article 24 of this Zoning Ordinance.

(h) Employees. Only occupants of the dwelling, and one additional worker who does not reside on the lot, shall be authorized to work on the premises in connection with a home occupation.

(i) Licenses. Any occupational licenses, including business registrations, required by state and/or city regulations must be obtained. Proof of state registration, if required for the home occupation, shall be submitted prior to the issuance of a business registration.

(j) Storage and Display. Outdoor storage of materials of any kind associated with a home occupation is prohibited. There shall be no display of merchandise or materials in connection with a home occupation.

(k) Uses 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 shops; machine shops; special event facilities; and lodging services.

(l) Approval. All home occupations shall be subject to the Zoning Administrator's approval. The applicant for a home occupation shall file for approval from the Zoning Administrator on forms provided by the Zoning Administrator. Information required by the Zoning Administrator to approve a home occupation shall be as established in a home occupation application and may include but shall not be limited to the following: (1) Address and reference to recorded plat; (2) A site plan of the lot on which a home occupation is proposed, showing the location of the principal building, accessory building if proposed to be used in conjunction with the home occupation, and parking areas. The Zoning Administrator may require the site plan to be based on a boundary survey or on a engineering scaled plat; (3) Written narrative which shall at minimum describes the home occupation (use) and how the home occupation complies with the regulations in this Section.

(m) Modification by Conditional Use. Where an application for home occupation does not meet the strict terms of this Section, the provisions of this Section may be modified or varied by application filed by the property owner and approved by the Governing Body for a conditional use, according to procedures specified in Article 34 of this Zoning Ordinance. The Zoning Administrator may provide a recommendation whether or not the Governing Body should approve the application, and what if any conditions of approval are recommended.

I hereby certify that I have read the above conditions and agree to comply with each requirement as long as the business is conducted at this location:

_____ _____
Applicants Signature Date

_____
Issued by

Comments: _____

_____