

OCCUPATIONAL TAX CERTIFICATE APPLICATION
CITY OF BAINBRIDGE, GEORGIA

P.O. BOX 946 · BAINBRIDGE, GA 39818 · 229-248-2000 · Fax: 229-246-7311

Certificate/License Number: _____

Check one: New ☐ Renewal ☐ Ownership Change ☐ Other ☐

Check One: *Store front/Office front* ☐ *State License* ☐ *Professional License* ☐ *Insurance* ☐
Transient ☐ *Home Office* ☐ *Mobile food Unit* ☐ *Mobile Car Wash* ☐

Sales & Use Tax ID: _____ Fed ID: _____

E-Verify (10 or more employees): _____ Date Issued: _____

Business Name: _____

Business Address: _____ **Historic District Y / N**

Mailing Address: _____

Phone Number: _____ **Cell Phone:** _____ **Email:** _____

Point of Contact: _____ **Phone:** _____

Email: _____ **Cell:** _____

CLASSIFICATION OF THE BUSINESS:

Describe type of business:

*Estimated Gross Receipts for City of Bainbridge Earnings: \$ _____

*Number of full-time and part-time (PT employees count as .5 of an employee) employees, working in the City of Bainbridge, for the year Number of Employees: _____ PROFESSIONALS _____

Notice: Any new business is required to obtain a certificate of occupancy permit prior to receiving a occupational tax certificate. The building must meet building codes and requirements by the Building Official.

Owner/Manager: _____

Mailing Address: _____ **Phone:** _____

Email: _____ **Cell Phone:** _____

NEW FOOD ESTABLISHMENT: Please enclose a copy of your Department of Agriculture license

**STATE CERTIFICATION NUMBER REQUIRED FOR FOLLOWING CONTRACTORS AND OTHER
PROFESSIONS OR TRADES WHICH REQUIRE STATE LICENSES**

*Plumbing, Heating A/C, Electrical, Residential Contractor, Residential Light Commercial Contractor, General Contractor,
Utilities Contractor and Other Required State Licensed Professions or Trades (see list attached)*

Must furnish a State Certification Number: _____ Expiration Date: _____

****OUT OF TOWN CONTRACTORS****

Does your business currently possess a valid occupational tax certificate in the state of Georgia? Y/ N
what city or county in Georgia? _____ Expiration Date: _____

(PLEASE ENCLOSE A COPY OF YOUR VALID CERTIFICATE)

Transient Business: Any use, occupation, or activity conducted entirely away from and in no connection with a residence except for use of the residence's physical address, by the residents thereof, for occupational tax certificate purposes. Examples of such uses include lawn cutting services, maid services, pressure washing services and the like. [Transient businesses are encouraged to keep commercial vehicles off-site in commercial storage areas. Those brought on-site must be parked off the road right-of-way in approved driveways. Business owners refusing to comply with this policy risk revocation of their occupational tax certificates. Occupational tax certificates are required to operate a business within the city.

Home Occupation: Any use, occupation, or activity, conducted entirely within a dwelling and/or accessory building by the residents thereof, which is clearly incidental and secondary to the use of the dwelling and/or accessory building for residential purposes and does not change the character thereof, as may be lawfully established under the terms of this zoning ordinance.

CERTIFICATION BY ALL APPLICANTS:

I hereby certify that I am authorized to commit the above listed business and the above listed information is correct to the best of my knowledge. I understand any falsification of this application could result in its denial or revocation.

Signature

Date

FOR OFFICE USE ONLY

Approved by: _____ Denied by: _____

Date Approved: _____

Comments: _____

The following uses are prohibited as home occupations under Article 8 Chapter 8.4 Section 8.4.10 of the City of Bainbridge Zoning Ordinance:

- **Auto Sales / Repair**
- **Restaurants**
- **Animal Hospitals**
- **Vet Clinics, Kennels, keeping of animals**
- **Funeral Homes**
- **Retail/ wholesale shops**
- **Machine Shops**
- **Escort Services**
- **Special Event Facilities**
- **Lodging Services**

I hereby certify the use I seek to establish is not a prohibited home occupation:

Applicant Signature

Home Occupation/ Transient Approval Criteria

1. General Provisions

Home occupations shall be conducted entirely within the principal dwelling and/or accessory building. More than one home occupation may be established on a single premises. In districts where permitted, the following regulations shall apply to home occupations. Failure to meet one or more of these regulations at any time shall be unlawful and grounds for immediate revocation of business registration.

2. Physical Limitations

The total gross floor area of a dwelling unit devoted to a home occupation(s) shall not exceed 750 square feet or 25 percent of the gross floor area of the dwelling, whichever is less. An accessory building used for a home occupation shall be constructed entirely on premises and meet all applicable building codes and regulations. The total gross floor area of an accessory building devoted to a home occupation shall not exceed 750 square feet or 25 percent of the gross floor area of the primary dwelling, whichever is less. Individual premises shall not devote more than 750 square feet of their total gross floor area to home occupation use. For the purposes of this ordinance, garages shall not be considered accessory buildings, however if the garage is utilized for a home occupation the square footage limitations shall apply.

3. Alterations to the Dwelling and/or Accessory Building

The exterior appearance of the dwelling or accessory building must remain that of a dwelling or accessory building to a dwelling. No internal or external alterations inconsistent with the residential use of the buildings may be permitted.

4. Vehicles and Parking

Vehicles kept on site in association with the home occupation(s) shall be used by residents only. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation(s). Incoming vehicles related to the home occupation(s), shall always be parked off-street within the confines of the residential driveway or other on-site permitted parking. The transporting of goods by truck in connection with a home occupation(s) is prohibited.

5. 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. 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.

6. **Visits by Patrons**

Visits by patrons are allowed subject to compliance with all applicable regulations.

7. **Signs Prohibited**

There shall be no signs permitted in conjunction with a home occupation, although this shall not preclude the property owner from erecting signs permitted on the lot pursuant to section 13.5 (1) (b) (i) of the city ordinance (see below).

b. Signs in Residential Zoning Districts Not Requiring Permits (with Restriction)

i. Small Signs : *Two (2) small signs per parcel, not illuminated, and not exceeding three (3) square feet in area are allowed without a permit. No small sign may exceed a height of 42" above ground above ground level. Small signs may carry any lawful message.*

8. **Employees and Licenses**

Only occupants of the dwelling shall be authorized to work on the premises in connection with a home occupation. Any occupational licenses, including business registrations, required by state or city regulations must be obtained. Proof of state registration, if required for the home occupation, shall be submitted to the zoning administrator prior to the issuance of a business registration.

9. **Display, Stock-in-Trade, Sales, and Storage**

There shall be no display, and no stock-in-trade nor commodity sold or stored on the premises, in connection with a home occupation.

10. **Administrative Approval Required**

All home occupations and transient occupations require administrative approval by the Zoning Administrator prior to their establishment.

CERTIFICATION

I understand the meaning of the terms "home occupation" and "transient business." Additionally, I agree to conduct my home occupation or transient business according to the city's regulations. I understand that failure to remain in compliance with the regulations may be cause for immediate revocation of my occupational tax certificate. I understand that if my occupational tax certificate is revoked, I can no longer operate the home occupation or transient business.

Printed Name of Applicant Date

Signature of Applicant Date

Printed Name of Homeowner of Record/for Home Occupations Date

Signature of Homeowner of Record

Submittal Requirements (Home Occupations/ Transient Only)

- The original, completed Home Occupation/Transient Business Permit Application.
- Permission from the property owner (if other than applicant) by signature on the application form or in a separate attached letter.
- A site plan showing the following:
 - Approximate floor plan of the house or accessory building used for the home occupation (label areas use for home occupation)
 - Exact measurement of the total square footage of the house or accessory building where the home occupation will be conducted
 - Exact measurement of the rooms or area dedicated to the home occupation
 - Location of streets touching the subject property

****PORTABLE BUILDINGS (NON-STICK BUILT BUILDINGS CONSTRUCTED OFF-SITE) CANNOT BE USED IN CONJUNCTION WITH A HOME OCCUPATION****

For Home Occupation Use Only: Office Use Only

Tax Assessor Name of Record or Business Address: _____

OFFICE USE ONLY

Home Occupation _____

Home Occupation Grandfathered (Legal Non-conforming) _____

Home Occupation (Special use/Conditional Use Granted) _____

City of Bainbridge, Ga
Division of Administrative Services
O.C.G.A. § 50-36-1 (e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit, or other public benefit [check one], as referenced in O.C.G.A. § 50-36-1, from the City of Bainbridge, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1. _____ I am a United States citizen
2. _____ I am a legal permanent resident of the United States
3. _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Dept. of Homeland Security or other federal immigration agency is:

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1 (e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

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.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20_____

NOTARY PUBLIC
My Commission Expires:

Stamp here

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

By executing this affidavit under oath, as an applicant for a(n) _____ (*business license, occupational tax certificate, or other document required to operate a business*) as referenced in O.C.G.A. § 36-60-6(d), from _____ (*name of county or municipal corporation*), 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 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.

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(a). 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 (a). 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 ID 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 _____, 201____ 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

Stamp here

My commission Expires: