

Home Occupation Business License Application

A license is required for each resident operating a business from their home. The guidelines you must meet to operate a business from your residence are listed in this application. Please read them carefully and complete the form in full. Errors or omissions may result in the application being returned to you, delaying your license. This license expires on December 31st of this year.

Should you have any questions about the license procedure, please call the Office of the City Clerk at 912-490-2106.

GENERAL INFORMATION

Business Name: _____

Zone: _____ Block: _____ Lot: _____ Map Number: _____

Physical Address: _____

Name of Applicant: _____ Home Phone: _____ Business Phone: _____

Cell Phone: _____ Fax: _____ E-mail: _____ Website: _____

HOME OCCUPATION INFORMATION

Nature of Business: _____

Number of Employees: _____ Hours of Operation — From (A.M.): _____ To (P.M.): _____

Total Home Square Footage: _____ Total Business Square Footage: _____

Will Clients Visit the Home? _____ # of Client Visits / Week: _____

Type of Equipment Used: _____ Georgia Sales Tax #: _____

Estimated Gross Income from Home Occupation: _____

Number of Vehicles Used: _____ Type of Vehicles: _____ Gross Vehicle Weight: _____

How will you advertise your business?

ADDITIONAL INFORMATION

Please attach written approval from the condominium association, landlord, or joint owner if applicable, and a copy of any applicable state license (child/adult care, contractor, cosmetology, etc.).

Do you use any chemicals or flammable liquids in your occupation? Yes No

If yes, what type/quantity of material or chemicals, and where are they stored?

Would customers or clients need to come to your home? Yes No

If yes, explain why:

HOME OCCUPATION LICENSE CONDITIONS

Zoning Ordinance Section 309.1 — Home occupation: an occupation or profession conducted within a dwelling by persons residing in the dwelling (not including tourist homes or boarding houses), provided:

- (a) No person other than residents of the dwelling is employed;
- (b) The floor area normally used shall not exceed twenty percent (20%) of the total floor area of the dwelling;
- (c) The activity is conducted in a manner that will not change the outside appearance of the dwelling;
- (d) Merchandise is not sold in connection with the home occupation;
- (e) The home occupation does not generate street traffic or parking that creates a nuisance to the neighborhood;
- (f) Except as customary for a normal household, no equipment is used nor activity permitted that is obnoxious or offensive by reason of noise, odor, dust, smoke, fumes, vibration, or interference with radio/television reception; and
- (g) No sign is displayed except those allowed for a residence, and nothing is visible from the street indicating that a home occupation is being conducted.

It is a continuing responsibility of the occupant to enforce these requirements and to prevent the creation of a nuisance to the neighborhood. Failure to do so constitutes a violation of this ordinance.

FLOOR PLAN OF RESIDENCE (DOES NOT HAVE TO BE TO SCALE)

My signature below certifies that the information in this application and attachments is, to the best of my knowledge, true and complete, and I agree to maintain my property in accordance with all rules, regulations, and ordinances of the City of Waycross. I also agree to allow the appropriate inspectors to inspect my residence prior to issuance of the license.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Building Inspector — Approved/Denied: _____ **Date:** _____

Comments:

Fire Marshal — Approved/Denied: _____ **Date:** _____

Comments:

License Mailed/Given to Applicant: _____ **Date:** _____ **By Whom:** _____

Fee Collected: _____