



City of Fairburn  
56 Malone Street  
Fairburn, Ga. 30213  
770-964-2244 (Phone) 770-969-3484 (fax)

Zoning Classification: \_\_\_\_\_

Zoning Approved: \_\_\_\_\_

Sic #: \_\_\_\_\_

## Occupational Tax Return Application

Read and complete this Application. Provide any required documentation to the clerk.

If you are a Non-Profit Organization please provide a copy of your 501(c)3.

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's SS# or FEIN#: \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_

Owner's Home Phone #: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Will the manager be the primary contact person for this company? \_\_\_\_\_ If no, please state the primary contact's information below.

Contact's Name: \_\_\_\_\_ Contact's Title: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Contact's E-mail: \_\_\_\_\_

Date Business Activity Initiated or Proposed in the City of Fairburn: \_\_\_\_\_

Brief Description of Business Activity: \_\_\_\_\_

Product (If Applicable): \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Website Address: \_\_\_\_\_

Does this company have sales people soliciting in Fairburn? \_\_\_\_\_

Check Primary Business Type:

ξ Manufacturer                      ξ Wholesaler                      ξ Contractor  
ξ Retailer                              ξ Distributor                      ξ Other \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Estimated Gross Receipts for the current tax year: \$ \_\_\_\_\_

Is this a Home Occupation? \_\_\_\_\_ If yes, please complete the reverse side of this application.

Signature of Owner/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: VM 6/21/07



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## Home Occupation Only

You must answer the questions below and sign the statement on the following form indicating that you have read and understand the rules for operating a Home Occupation.

Please provide a copy of your Drivers License or other picture identification. (Visa, Passport, or Employment Authorization Card)

Please read the following HOME OCCUPATION ORDINANCE information on the next page for proper instructions on operating a Home Occupation.

Please answer the following questions in **DETAIL**. Failure to properly answer these questions; could result in your business being denied.

Total area of home: \_\_\_\_\_ sq ft. Total area used for business: \_\_\_\_\_ sq ft.

Will you be living at the home where the business is to be conducted? \_\_\_\_\_

Will you be involved in the operation of this business? \_\_\_\_\_

How many other persons will be involved in the operation of this business? \_\_\_\_\_

Describe the type of business operation: \_\_\_\_\_

How much traffic will be generated as a result of this business? \_\_\_\_\_

Total # of visitors/customers anticipated at a time as a result of this business? \_\_\_\_\_

Will any products be sold from this home? \_\_\_\_\_

Where will visitors/customers park? \_\_\_\_\_

Describe any noise, glare, or odors, which may impact your neighborhood from this business: \_\_\_\_\_

Describe how often you will require delivery of supplies or services: \_\_\_\_\_

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### City Use Only

Tax Class: \_\_\_\_\_ x Gross receipts \$ \_\_\_\_\_ + \$50.00 administration fee = tax due\$ \_\_\_\_\_

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_



## Home Occupation Ordinance

### Section 6.07 of the Zoning Ordinance

A home occupation is considered any activity for which the City of Fairburn would normally require an Occupation Tax Registration (business license), including use of premises by professionals engaged in the practice of law, business, or personal service. Home occupations may also include use of premises by a manufacturer's representative, provided no merchandise is stored on the premises, other than sample, which may be transported by hand, and that are usually carried by sales representatives, agents, or representatives to an off-premises location. Home occupations are permitted in all residential use districts, provided conformance to the following standards is maintained.

1. Number of persons. No more than two (2) persons shall be engaged in such home occupation, one of whom shall be a resident on the premises.
2. An incidental use. Use of the dwelling for the home occupation shall clearly be incidental and subordinate to its use for residential purposes. No more than 25 percent of the floor area, or a maximum area of 500 square feet, shall be used in the conduct of the home occupation.
3. Numbers of visitors. No assembly or group instruction in connection with the home occupation shall be permitted. Individual instruction on a one-on-one basis shall be permitted.
4. Retail activities. No product shall be sold, nor shall marketing based on samples be accomplished, on the premises. Sales by telephone, of merchandise to be distributed from another location is permitted.
5. Limited Traffic. No traffic shall be generated in greater volumes than would normally be expected in the neighborhood. No more than one (1) additional vehicle may be permitted in conjunction with the home occupation. Any need for parking generated by the home occupation shall be met off the street.
6. Spillover impact. Any equipment or processes which create noise, vibrations, glare, fumes, or odors detectable to the normal senses off the premises is prohibited. Any equipment or process which creates visual or audible interference in any radio or television receiver, or cause fluctuation in electrical line voltage off the premises, is prohibited.
7. Deliveries. No delivery or pickup services, including courier services, that would occur at a frequency of more than once daily is permitted.
8. Residency Any person who obtains authorization permitting the conduct of a home occupation shall be a member of the family residing at the premises, shall take substantially all of his overnight lodging at the premises, shall store substantially all of his personal belongings in the dwelling, and shall use the address of the premises as his address for legal purposes such as voter registration, and payment of personal property taxes.

I have read and understand the regulations of the Home Occupation Ordinance of the City of Fairburn, and affirm that my business complies with these standards.

\_\_\_\_\_  
Signature of Owner/Occupant

\_\_\_\_\_  
Date