



City of Fairburn
56 Malone Street
Fairburn, GA 30213
770-964-2244 (phone)
770-969-3484 (fax)

OCCUPATIONAL TAX RETURN APPLICATION

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

Business Name: _____

Business Location: _____

Mailing Address: _____

Business Phone: _____ Business Fax: _____

Website Address: _____ Email Address: _____

Owner's Name: _____

Owner's SS# or FEIN#: _____

State of Georgia sales tax ID#: _____

Federal work authorization user ID# (E-VERIFY): _____

Owner's Home Address: _____

Owner's Home Phone #: _____ Owner E-mail: _____

Will the manager be the primary contact person for this company? _____ If yes, please provide emergency contact information: (someone who can gain access to the business after normal business hours in case of fire, burglar alarm, or other emergency).

Manager Name: _____

Address: _____

Home and/or cell Phone #: _____ E-mail: _____

Date business activity initiated or proposed in the City of Fairburn: _____

Product Type (if applicable): _____ Number of Employees: _____

Prior Use of Building/Property (if known): _____

(If this business is a new use for this location, site plan review & approval may be required)

Will any construction or renovations be required? Yes No

Provide a detailed explanation of business activity to be conducted at this location:

Will this company have sales people soliciting in Fairburn? _____

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

Is this Business a Home Occupation? _____ If yes, please complete the Home Occupation application.

Signature

Date

Print Name

Business Title



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HOME OCCUPATION ONLY

Please read the following ORDINANCE for guidance and requirements on operating a Home Occupation.

Article III of the Zoning Ordinance. Home Occupation

A home occupation is permitted as an accessory use of a dwelling unit in residential zoning districts and its operation and employees are limited to members of the resident family only or one member of the resident family and one non-resident. For purposes of this ordinance only, "resident" is defined as any person who is a member of the family residing in the dwelling unit, takes substantially all of his overnight lodging at the dwelling unit, stores substantially all his personal belongings in the dwelling unit, and uses the address of the premises as his address for legal purposes such as voter registration, and payment of personal property taxes.

Purpose

The purpose of the home occupation regulations and performance standards are:

- 1. to establish criteria for operation of home occupations in dwelling units within the residential districts;*
- 2. to permit and regulate the conduct of home occupations as an accessory use in a dwelling unit, whether owner or renter-occupied;*
- 3. to ensure that such home occupations are compatible with, and do not have a deleterious effect on, adjacent and nearby residential properties and uses;*
- 4. to ensure that public and private services such as streets, sewers, water or utility systems are not burdened by the home occupation to the extent that usage exceeds that normally associated with residential use;*
- 5. to allow residents of the community to use their residences as places to enhance or fulfill personal economic goals under certain specified standards, conditions and criteria;*
- 6. to enable the fair and consistent enforcement of these home occupation regulations; and*
- 7. to promote and protect the public health, safety and general welfare.*

The following are limitations on home occupations:

1. The smaller of 25 percent or 500 square feet of the gross floor area of a dwelling unit may be used for activities devoted to the home occupation. Use of the dwelling unit as a home occupation shall clearly be incidental and subordinate to its use for residential purposes.
2. Accessory buildings and structures may not be used for the home occupation.
3. There shall be no signs identifying the home occupation, nor shall there be any storage, display or activity associated with the home occupation visible outside the structure. Products, samples, or merchandise associated with the home occupation may be stored within the area of the dwelling unit designated for the home occupation, as specified in Section A of this ordinance.
4. No product, sample, or merchandise shall be sold, nor shall marketing based on samples be accomplished, in the dwelling unit. Sales by telephone of merchandise, products, or samples to be distributed from another location are permitted.
5. The following uses are excluded: auto repair or similar operations, restaurants, keeping of animals, funeral homes, retail or wholesale shops, motel type establishments, taxi services, or any other occupation found incompatible with the intent of this resolution.
6. Resident participants in a home occupation must have the appropriate occupational registration and licensing, including business licenses.

7. No home occupation shall generate traffic, sound, smell, vibration, light, or dust that is offensive. No traffic shall be generated in greater volumes than would normally be expected in the neighborhood.
8. No more than two clients or patrons are allowed on the premises at the same time in conjunction with the home occupation. Individual instruction on a one-on-one basis shall be permitted. No assembly or group instruction in connection with the home occupation shall be permitted (except for persons in care at a Family Day Care Home, as defined in Section 80-4 Definitions.
9. Vehicles kept on-site in association with the home occupation shall be used by residents only.
10. No delivery or pick-up services, including courier services, which would occur at a frequency of more than once daily, are permitted. The transporting of goods by truck is prohibited. Incoming vehicles related to the home occupation shall be parked off-street within the confines of the residential driveway or other on-site permitted parking.
11. Home occupations must exclude the use of instruments, machinery, equipment, or processes that create sound, noise, vibration, glare, fumes or odors that are detectable to the normal senses beyond the dwelling unit. Any equipment or process which creates visual or audible interference in any radio or television receiver, or causes fluctuation in electrical line voltage off the premises, is prohibited.
12. Family Day Care Homes are prohibited within multifamily dwelling units.
13. Family Day Care Homes shall provide outdoor play areas as required by Georgia law, but such areas shall be limited to side or rear yards outside the minimum yard area, and shall not occupy any yard adjoining a street.
14. Family Day Care Homes shall be located at least 1,000 feet in all directions from any other Family Day Care Home operated as a home occupation.
15. An individual who is required to register pursuant to O.C.G.A. § 42-1-12 *et al.* (Georgia Sexual Offender Registration Statutes) shall not reside, be employed, volunteer, or loiter within 1,000 feet of any Family Day Care Home. Such distance shall be determined by measuring from the outer boundary of the property on which the individual resides to the outer boundary of the property of the Family Day Care Home.
16. Family Day Care Home hours of operation shall be limited to Monday through Saturday from 6:00 a.m. to 7:00 p.m.
17. Family Day Care Home operators shall have a current, certified copy of the operator's State of Georgia Family Day Care Home registration which shall be filed with the business license application and renewals.
18. No home occupation shall be operated so as to create or cause a nuisance.
19. No more than two (2) home occupations shall be permitted in a single dwelling unit. When two (2) home occupations are in a single dwelling unit, the smaller of 25 percent or 750 square feet of the gross floor area of a dwelling unit may be used for activities devoted to the home occupations.
20. A sexually oriented business, as defined in Chapter 5 of the Code of Ordinances, Sexually Oriented Businesses, shall not be permitted to be conducted as a home occupation.
21. When there is one (1) permitted home occupation in a dwelling unit, no more than two (2) residents or one (1) resident and one (1) non-resident shall be engaged in such home occupation(s). When there are two (2) permitted home occupations in a dwelling unit, no more than one (1) resident shall be engaged in each home occupation.
22. Day Care Centers are not home occupations and are regulated by Article IV Administrative Permits and Use Permits.

By affixing my signature below, I acknowledge and affirm that I have read and understand to the best of my knowledge, the City of Fairburn's zoning standards (as established in Section 80-144, Home Occupations) as listed above in items 1-8, as they apply to a home occupation license. I agree to fully comply with said standards, and if found in violation, understand that my license may be revoked immediately in addition to other penalties under the law.

Signature

Date



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HOME OCCUPATION ONLY

Provide the following information for a home occupation along with the application (and all relevant materials, fees, and information) to the City of Fairburn. If needed, additional pages may be attached to this affidavit.

Please provide a copy of your drivers' license or other picture identification (Visa, Passport, or Employment Authorization Card).

1. Total area of home: _____ sq. ft. Total area used for business: _____ sq. ft.
2. Will you be living/occupying the home where the business is being conducted? Yes No
3. Will you be involved in the operation of this business? Yes No
4. Will there be any other person(s) working at this location? Yes No . If so, how many? _____
5. How many additional vehicles will be generated as a result of the business? _____
6. Total number of visitors/customers anticipated at a time? _____
7. Where will visitors/customers park? _____
8. Describe any noise, glare, or odors, which may impact your neighborhood from this business? _____

9. Describe how often you will require delivery of supplies or services? _____
10. Will any products be sold or any retail sales of any kind be sold at the residence? Yes No . If so, how and where will the sales be transacted? _____
11. Will there be any storage of business related items and/or materials at this location? Yes No . If so, what are they and how will they be stored? _____

12. Please provide a detailed description of the home based business, services / products offered and what activities take place at the residence and any other pertinent information regarding the nature of the business to be conducted at the site. Attach additional sheets if necessary. _____

Please provide a copy of your driver's license or other documentation that verifies you live at the business location.

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. **Only fill out this section if the current date is on or before June 30, 2013. Select Only One.**
 - (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed one hundred (100) or more employees. *If the employer selected 1(a) please fill out Section 3 below.*
 - (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed less than one hundred (100) employees.

2. **Only fill out this section if the current date is on or after July 1, 2013. Select Only One.**
 - (a) _____ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees. *If the employer selected 2(a) please fill out Section 3 below.*
 - (b) _____ On January 1st of the below signed year the individual, firm, or corporation employed ten (10) or fewer employees.

3. **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 Identification 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

My Commission Expires:

**City of Fairburn
Affidavit Verifying Status**

By executing this affidavit under oath, as an applicant for a City of Fairburn, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Fairburn, Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (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 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 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 ON THIS ____ DAY OF _____, 20 ____.

Notary Public
My 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 identifying number below:
