

# CITY OF WARNER ROBINS, GEORGIA



## APPLICATION FOR HOME OCCUPATION CERTIFICATE

You are considered a home occupation if you do not have a commercial store or office and you are doing any part of your business activities from your residence, and the residence is inside the city limits of Warner Robins. Even if you do not sell a product from your home or do not have any customers come to your home, you are still considered a home occupation in business.

Contacting customers by phone or conducting bookkeeping work from the home is also considered a home occupation business. Examples would be contractors, subcontractors, plumbers and electricians who go to the job site to perform work, but whose office is at home.

Completion of this form does not guarantee or grant issuance of an Occupational Tax Certificate. Approval by Planning & Zoning as well as Mayor and Council must be given before a business license is issued.

### Procedures for obtaining Home Occupation License:

Home Occupation requests must be approved by the Planning & Zoning Board for the City of Warner Robins after which, final approval must be given by Mayor and Council. Applications must be submitted at least 45 days in advance of the Planning & Zoning Meeting to be placed on the agenda.

You **must** live in the City limits of Warner Robins to apply through this office.

If you do not own your residence, you must have a letter from the property owner giving you permission to operate a business within the residence.

There is an **Administration Fee of \$50.00** payable at the time of application submittal. *NOTE: This is NOT the Business License fee which is payable to the Tax Office once application is approved and Business License is picked up.*

You will be given a sign upon our office receiving your completed application. Applicants are responsible for placing the sign in their yard 15 days prior to the meeting. Applicants must return the sign at the meeting they have been scheduled for.

**The Planning & Zoning Board meets at 5:30 p.m., the 2<sup>nd</sup> Tuesday of each month in the Council Chamber at City Hall, 700 Watson Blvd. After being placed on the agenda, attendance at this meeting is required or your application will not be considered.**

If a State license is required and you have not obtained it by the meeting date, we will not accept your application for the Home Occupation License.

***If you have any questions or need additional information, call Darin Curtis at the Community Development Department (478) 302-5522.***

No person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Persons wishing to express concerns relative to compliance with Title VI may do so by contacting Sherri Windham, Community Development Director at (478) 302-5518 or by email at swindham@wrga.gov.

HOME OCCUPATION TAX APPLICATION  
CITY OF WARNER ROBINS  
700 WATSON BLVD  
WARNER ROBINS, GA 31093  
(478) 302-5522

**The following are not permitted home occupations:** Ambulance service, Eating establishments, Funeral establishments, Junk and Salvage operations, Massage parlors and adult uses, Veterinary services including Boarding and Grooming (unless at client's homes), and ANY type of painting, repair or assembly of vehicles, large appliances, or equipment with combustible engines. (Such as lawn mowers, chainsaws, etc.)

**CHECK ONE:** Renewal: \_\_\_\_\_  
New: \_\_\_\_\_  
Amended: \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ARE YOU THE HOME OWNER? YES \_\_\_ NO \_\_\_ (If not the home owner, written permission required)

MAILING ADDRESS IF DIFFERENT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ OR FEDERAL ID #: \_\_\_\_\_

CHECK ONE: SOLE OWNER \_\_\_\_\_ or LLC \_\_\_\_\_ (Must provide a copy of LLC)

DOMINANT LINE OF BUSINESS \_\_\_\_\_

NUMBER OF EMPLOYEES (INCLUDING SELF) \_\_\_\_\_  
(FULL TIME EQUIVALENT INCLUDING OWNER AND FAMILY MEMBERS WORKING IN BUSINESS)

Are you a public employee as defined under O.C.G.A. Section 50-18-72(a)(21)-this includes employees of the State of Georgia, any Georgia county, city or agencies and commissions; other political subdivisions; teachers in public, charter and nonpublic schools; and employees in certain early care and education programs? \_\_\_\_\_YES \_\_\_\_\_NO

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**CERTIFICATION**

I certify that the forgoing information is true and correct.  
I understand that falsification of any part of this tax return may cause denial or closure of business:

Applicant Signature \_\_\_\_\_

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

DATE: \_\_\_\_\_

## CONDITIONS OF APPROVAL

### **Section 95. - Home Occupations.**

(Ord. No. 64-87, § 2, 12-7-87; Ord. No. 68A-87, 12-7-87)

95.1. *Intent and Purpose.* Only such uses will be allowed which:

- (1) Are incidental to the use of the premises as a residence;
- (2) Are compatible with residential uses;
- (3) Are limited in extent; and
- (4) Do not detract from the residential character of the neighborhood.

95.2. *General Provisions.* All Home Occupations, where permitted, must meet the following general provisions:

95.2.1 The home occupation shall be clearly incidental and secondary to the use of the dwelling. Internal or external changes which will make the dwelling unit or lot appear less residential in nature or function are prohibited. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or adding commercial-like exterior lighting.

95.2.2 The dwelling unit must be the primary and legal place of residence for the owner of the home occupation. Owner of the home occupation is defined as an individual, not a partnership or corporation that has sole ownership of 51 percent or more of the stock, assets, or value of the home occupation. Renters shall provide written evidence of the owner approval for a home occupation.

95.2.3 The home occupation shall be conducted entirely within the principal dwelling unit and/or in a properly permitted, approved and fully enclosed accessory building that complies with the standards set forth in Section 93. All accessory structures must be of similar construction, architecture and materials to the main dwelling unit.

95.2.3.1 For home occupations located within the principle dwelling unit, no more than 25 percent of the total floor area of a dwelling unit may be used in connection with a home occupation.

95.2.4 No separate entrance or driveway shall be permitted for the home occupation

95.2.5 No exterior storage or display of any goods, materials or equipment associated with the home occupation shall be permitted

95.2.6 No window displays are permitted. No business signs shall be placed on the premises in conjunction with any home occupation.

95.2.7 The home occupation shall not be open to the public or receive deliveries earlier than 8:00 a.m. or later than 8:00 p.m. Routine residential-type carriers, such as the USPS, UPS and/or FedEx, accepted.

95.2.8 A home occupation shall not generate excessive traffic or produce obnoxious odors, fumes, smoke, dust, heat, glare, noise, vibration, electrical disturbance, or radioactivity or other conditions that will be a nuisance to the surrounding area.

95.2.9 Toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials, if any, shall be used, stored and disposed of in accordance with the International Fire Code and National Fire Protection Association Life Safety Code. Activities conducted and material / equipment used shall not be of a nature to require the installation of fire safety features not common to residential uses.

95.2.10 Group instruction, assembly or activity shall be prohibited.

95.2.11 No person other than the principal occupant(s) of the dwelling shall work on premise.

95.2.12 Home occupation may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.

95.2.13 More than one home occupation may be permitted in a single residence. The above limitations shall apply to combined uses.

95.3 *Parking.* All parking associated with the home occupation must be in the driveway where the home occupation is located. No parking shall be permitted in the street or yard. No shared parking is permitted associated with any home occupation.

- 95.3.1 No home occupation shall require any on or off-street parking other than normally required for a residence.
- 95.3.2 Off-site employees of the resident shall not congregate on the premises for any purpose concerning the home occupation nor park their vehicles at the location.

95.4 *Allowable Uses.* The following uses are examples of allowed home occupations:

- General office or business services.
- Studios/work spaces for handicraft production, fine arts, cooking, tailors, etc.
- Direct sale product distribution (Avon, Tupperware, Pampered Chef, etc.).
- Barber/beauty shop.
- Counseling/tutoring
- Contractors, painters, masonry or plumbing.
- Landscape maintenance.
- Television or other small electrical repairs, excluding major appliances (i.e. washers, dryers, refrigerators, televisions larger than 36", etc.).
- Upholstering.
- Woodworking and furniture restoration.
- Childcare for up to six children, excluding the children of the provider.

95.4.1 Recording studios are allowable home occupations provided that (a) internal noise shall not be audible from outside the building and (b) external activity or noise generations shall not be greater than the existing background noise level of the surrounding area.

95.5 *Prohibited Uses.* The following uses shall be prohibited as home occupation:

- Ambulance service.
- Any type of painting, repair or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, marine engines, lawn mowers, chainsaws and other small engines) or large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts.
- Eating establishments.
- Funeral establishments and crematories.
- Junk and salvage operations.
- Massage parlors and adult uses.
- Veterinary uses including grooming or boarding (except when working at clients' homes).

95.6 *Other Uses.* Any use not listed in Section 95.4 shall require a Classification of Use Request. Such request shall address a specific use in detail and how it conforms to the standards as set forth in this Ordinance. The zoning enforcement officer shall decide Classification of Use Requests based upon the standards contained in this Ordinance. Anyone aggrieved by a decision of the zoning enforcement officer on the Classification of Use Request may appeal to the Planning and Zoning Commission in accordance with Section 114.3.

95.7. *Permit Procedures.* Home occupations complying with the standards established in this section shall be required to obtain approval by Mayor and Council and an Occupational Tax License prior to commencement.

95.7.1 *Expiration [of permit].* An Occupational Tax License shall expire under the following conditions:

95.7.1.1 Whenever the applicant ceases to occupy the premises for which the home occupation was issued, no subsequent occupant of such premises shall engage in any home occupation until he shall have been issued a new permit after proper application.

95.7.1.2 Whenever the holder of such a permit fails to exercise the same for any period of six (6) consecutive months.

95.7.1.3 A permit for a home occupation shall be revocable by the zoning enforcement officer because of the failure of the owner or operator of the use covered by the permit to observe all requirements of the permit and the Zoning Ordinance.

**I have read, understand and agree to comply with the requirements listed above:** \_\_\_\_\_

**Signature/Date**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Please answer the following questions regarding the business in detail:**

1. Please describe **in detail** what type of business you will be operating? \_\_\_\_\_

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2. Describe how, where, and in what amounts the material, supplies and/or equipment related to the business will be stored? \_\_\_\_\_

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3. Will customers or clients need to come to the home? Yes \_\_\_ No\_\_\_

If yes, explain **in detail**: \_\_\_\_\_

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4. How will you be receiving deliveries? \_\_\_\_\_

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5. Explain **in detail** how you will operate your business from within your home. \_\_\_\_\_

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6. What days and hours will you operate? \_\_\_\_\_

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## ACKNOWLEDGMENT OF VIOLATION PENALTIES

At any time the City of Warner Robins has probable cause to believe that the holder of a business license is operating in violation of any provision of the federal or state law or city ordinance, or in violation of any condition made a part of any permit granted by the city or agreed to by licensee, the business shall be immediately revoked.

Signature Required \_\_\_\_\_

Date: \_\_\_\_\_

E-Verify and Private Employers

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 to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from Warner Robins, GA [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. Choose ONE of the following:

- (a) \_\_\_\_\_ On January 1st of the below signed year, the individual, firm, or corporation employed more than ten (10) employees. If the employer selected (a) please fill out Section 2 below.
(b) \_\_\_\_\_ On January 1st of the below signed year the individual, firm, or corporation employed ten (10) or fewer 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 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 \_\_\_\_\_, 20\_\_\_\_. In \_\_\_\_\_(city), and \_\_\_\_\_(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 \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY PUBLIC

My commission expires:

# Immigration Mandates for Municipalities

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## O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_ [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from Warner Robins, GA [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit. (Please mark one from below)

1. \_\_\_\_\_ I am a United State 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 Department 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 be best 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 violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such a 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:



**Planning and Zoning**

**Signs Acknowledgment and Terms**

I, \_\_\_\_\_ have received a Planning and Zoning sign and H stand on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ that will be in my possession up to and until the date of my Planning and Zoning Public Hearing. I am aware that it is my responsibility to care for and place the Planning and Zoning sign and H stand in a conspicuous location at the property address provided on the application, no less than fifteen (15) days and no more than forty-five (45) days prior to the date of the public hearing. The Zoning assistant will be taking a photograph of the sign no later than fifteen (15) days prior to the Planning and Zoning Hearing.

Furthermore, I am responsible for returning my sign and H stand to City Hall upon arrival to the Planning and Zoning Public Hearing. If I do not bring my sign and H stand back that day I will have five (5) business days after to return it to the Community Development Department or my Home Occupation license will not be issued until its return.

\_\_\_\_\_  
(Applicants Name-Print)

\_\_\_\_\_  
(Applicants Signature)

\_\_\_\_\_  
(Date sign was returned)