



# Paulding County Occupational Tax Certificate

240 Constitution Blvd · 2nd Floor · Dallas, GA 30132

Office: 770-443-7596 Fax: 678-224-4514

## Home Based Residential Business

New applications must be submitted in person by business owner(s) to the Paulding County business license office. In order to obtain a business license the application must be filled out **completely**. Payment must accompany the application. The application will not be processed if payment is not submitted or if the application is not completed. \*Application will not be processed without Tax Commissioner Approval\*. Written notification is required to close business.

Business is:  New  
 Closing Business ID# \_\_\_\_\_  
 Filing for an address/name change Business ID# \_\_\_\_\_

Business Name \_\_\_\_\_ Phone # \_\_\_\_\_

\*Pursuant to O.C.G.A 10-1-490 any business operating under a name other than the corporation name, limited partnership name, or limited liability company name shall be required to register the trade name with the Clerk of Courts. Trade Name registration must be complete before application will be processed.

Corp  LLC  \*Must Provide articles\* E-mail Address: \_\_\_\_\_

Physical Location \_\_\_\_\_

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

Full Description/Type of Business \_\_\_\_\_

Number of Employee's \_\_\_\_\_ NAICS Code (www.census.gov/eos/www/naics) \_\_\_\_\_

If a State license is required, please fill out the following information. A copy of the license must be presented with this application.

State Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Food Service Permit/Dept. of Agriculture # \_\_\_\_\_

### Business Owner's Information

Owner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

DOB \_\_\_\_\_ Driver's License # \_\_\_\_\_ \*Copy is Required\*

Partner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

DOB \_\_\_\_\_ Driver's License # \_\_\_\_\_ \*Copy is Required\*

I, \_\_\_\_\_, do hereby certify that the facts stated by me in the above and foregoing answers to questions are true and no false or fraudulent statement is made herein. I understand that any falsification of any part of this application could cause denial or revocation of the license.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Partner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Office Use Only

Zoning Approval \_\_\_\_\_ Parcel # \_\_\_\_\_

Planning & Zoning Comments \_\_\_\_\_

Taxes Verified \_\_\_\_\_ Date \_\_\_\_\_

BL Clerk \_\_\_\_\_ Business ID# \_\_\_\_\_ Date \_\_\_\_\_ Pmt Type \_\_\_\_\_ Pmt Amt \_\_\_\_\_



# Paulding County Occupational Tax Certificate

240 Constitution Blvd · 2nd Floor · Dallas, GA 30132

Office: 770-443-7596 Fax: 678-224-4514

## Home Based Residential Business

### Home Office Compliance Acknowledgement

Please read the following requirements set forth in the Paulding County, Zoning Ordinance in the operation of a "home office". The Zoning Ordinance defines "Home Office" as an office conducted entirely within a dwelling which is carried on by the occupant(s) thereof and which is clearly incidental and secondary to the use of the dwelling for residential purposes subject to the following standards:

- (1) No more than one room of the dwelling may be used for the home office. The home office shall not occupy more than twenty-five (25) percent of the gross floor area of the dwelling.
- (2) The appearance of the dwelling shall not be altered or the occupation within the residence shall not be conducted in a manner that would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, or the emission of sounds, vibrations, or other conditions that carry beyond the premises.
- (3) The use shall not be visibly evident from outside the dwelling.
- (4) The use shall not generate nuisances such as on-street parking, electrical interference, hazards, noise, or other nuisances.
- (5) Traffic generation for the dwelling with a home office shall not exceed that normally generated without a home office.
- (6) The use shall not include any business which involves the sale, manufacture, or repair of merchandise on the premises or the storage of inventory, raw material, or other materials to be used in the business. This does not apply to a mail order type business which has no on-site customers.
- (7) The use shall not include no more than two (2) clients per hour frequenting the services of the home office; however, during peak seasons (for example Certified Public Accountants), up to eight (8) clients per hour are permitted.
- (8) The use shall not involve any outside operations or outside storage or display of products or materials.
- (9) Only residents of the dwelling may be employed in the home office, except one incidental employee other than a resident of the dwelling is permitted.
- (10) One business vehicle is permitted. The vehicle shall be no larger in size than a pickup truck, panel truck, or van, and is limited in size to one-ton carrying capacity. No other larger business vehicles or equipment are permitted (such as tractor trailers, semi-trucks, or heavy equipment).
- (11) Pickups from and deliveries to the site in regard to the business shall be limited to vehicles having no more than two axles and shall be restricted to no more than two pickups or deliveries per day.

By signing below, I hereby certify that I will comply with the requirements set forth under the Paulding County Zoning Ordinance. I further acknowledge that if at any time the said "Home Office" is determined to be in noncompliance with aforementioned requirements a request to the Paulding County Marshal Bureau will be made for citations to be issued. My Occupational Tax Certificate will be determined invalid; and I must cease operation of business unless a "Land Use Permit" is approved in accordance with the Paulding County, Georgia, Zoning Ordinance.

Owner's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Partner's  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*PLEASE ALLOW UP TO SEVEN BUSINESS DAYS FOR PROCESSING\***



# Paulding County Occupational Tax Certificate

240 Constitution Blvd · 2nd Floor · Dallas, GA 30132

Office: 770-443-7596 Fax: 678-224-4514

## Home Based Residential Business

### Occupation Tax Fee Schedule

<u>Number of Employees</u>	<u>Tax Liability<sup>1</sup></u>	<u>Administrative Fee</u>	<u>Total Fee</u>
0-5	\$75.00	\$25.00	\$100.00
6-15	\$150.00	\$25.00	\$175.00
16-25	\$300.00	\$25.00	\$325.00
26-50	\$500.00	\$25.00	\$525.00
51 +	\$750.00	\$25.00	\$775.00

<sup>1</sup>Tax liability reduced by 50% for new licenses issued after June 30<sup>th</sup>

**THE \$25.00 ADMINISTRATIVE FEE IS NONREFUNDABLE**

#### Tax Penalty

Delinquent occupation taxes shall accrue interest at a rate of 1.5 percent per month.

#### Late Administrative Fee

Any business not having paid their applicable fees within 90 days of the expiration date shall be subject to an additional administrative fee of \$25.00.

#### Replacement Fee

There is a \$5 fee charged (per copy) to replace a license. This fee will apply to any license that has to be reprinted. All payments must be made in person or sent to:

Paulding County Marshal Bureau  
Occupational Tax Division  
240 Constitution Blvd., 2<sup>nd</sup> Floor  
Dallas, GA 30132

#### Forms of Payment Accepted

Exact Cash, Money Order, Check (No Starter Checks)  
Credit/Debit cards (Visa, MasterCard and Discover ONLY)  
Make checks payable to: Paulding County BOC

**\*\*PAULDING COUNTY BUSINESS LICENSES ARE NOT\*\*  
\*\*TRANSFERABLE, THERE WILL BE NO REFUNDS ISSUED\*\***



# Paulding County Occupational Tax Certificate

240 Constitution Blvd · 2nd Floor · Dallas, GA 30132

Office: 770-443-7596 Fax: 678-224-4514

## Home Based Residential Business

### Affidavit Verifying Status for Paulding County Public Benefit Application O.C.G.A. § 50-36-1(e)(2) Affidavit (SAVE)

By executing this affidavit under oath, as an applicant for a Business Occupation Tax Certificate (Business License), as referenced in O.C.G.A. § 50-36-1, from Paulding County Board of Commissioners, 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 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 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: \_\_\_\_\_



## Paulding County Occupational Tax Certificate

240 Constitution Blvd · 2nd Floor · Dallas, GA 30132

Office: 770-443-7596 Fax: 678-224-4514

### Home Based Residential Business

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

Private employers (including any individual, firm, or corporation) applying for a[n] business license, occupational tax certificate, or other document required to operate a business must complete the above-referenced affidavit if you employ more than ten (10) employees. The affidavit must be completed on or after July, 1, 2013.

#### How to register for E-Verify

To register for E-Verify, please visit the U.S. Citizens and Immigration website at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or visit their website at <http://www.dhs.gov/e-verify>.



# Paulding County Occupational Tax Certificate

240 Constitution Blvd · 2nd Floor · Dallas, GA 30132

Office: 770-443-7596 Fax: 678-224-4514

## Home Based Residential Business

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

By executing this affidavit under oath, as an applicant for a *business license/occupational tax certificate* as referenced in O.C.G.A. § 36-60-6(d), from the Paulding County Board of Commissioners the undersigned applicant representing the private employer known as \_\_\_\_\_ [*print 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 1<sup>st</sup> of the below signed year the individual, firm, or corporation employed ten (10) or more employees.

*If the employer selected please fill out Section 2 below.*

(b) \_\_\_\_\_ On January 1<sup>st</sup> 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 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

**\*\*This is not your EIN 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 \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_



Paulding County Board of Commissioners  
 Community Development Department – Planning & Zoning Division  
 Watson Government Complex, Administration Building 2<sup>nd</sup> Floor  
 240 Constitution Boulevard  
 Dallas, GA 30132  
 Phone: 770-443-7601 Fax: 678-224-4510 [www.paulding.gov](http://www.paulding.gov)

**AFFIDAVIT – SIGNS**

The undersigned hereby read, understands and agrees with the Paulding County Zoning Ordinance specifically Article XII SIGNS in regards to the placement and permitting of signs as noted below. The undersigned also certifies the following true:

Business Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Sign Ordinance regulations regarding placement of signs in unincorporated Paulding County.

1. Signs are prohibited from being placed in public right-of-way.
2. Signs must be properly permitted and located on the business property.
3. No off-premise signs are allowed. (Excluding Paulding County Kiosk Signs and approved billboards)
4. Temporary signs (banners, human directional signs, etc.) must be properly approved and permitted by the Paulding County Planning & Zoning Division prior to installation.
5. One, on-premise standard information sign is allowed without permit approval. The standard information sign can be up to four square feet in size and a maximum of three feet in height. Off-premise standard information signs are prohibited.
6. Signs shall not contain symbols, language or imitate an official traffic sign.
7. A home based business is allowed one sign. The sign can be up to four square feet in size and located at the home based business location. The home based business sign must be ten feet from property lines and right-of-way.
8. Contact the Planning & Zoning Division for additional information regarding commercial signs. (770-443-7601 or [www.paulding.gov](http://www.paulding.gov))

**Business owner (or official representative) further deposes that he/she is aware unauthorized placement of commercial signs could result in land use citation being issued by the Paulding County Marshal Bureau with a minimum fine of \$300 and a maximum fine of up to \$1,000 per sign per day.**

\_\_\_\_\_  
 Signature

Swore to before me and subscribed  
 In my presence this \_\_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_.

Notary Public Signature and Seal

Date Commission expires:

\_\_\_\_\_

\_\_\_\_\_