

City of Perry
Community Development Department

1211 Washington Street, P.O. Box 2030

Perry, Georgia 31069

www.perry-ga.gov

478-988-2720
Telephone

478-988-2725
Facsimile

Application for Home Office

Name of Applicant: _____

Home Address: _____

Mailing Address: _____

Telephone Number: _____

Zoning Classification: _____ Map Page P _____ - _____

Owner of Property

Tenant

* Must have written approval of owner.

Please answer the following regarding your Home Office Application.

1. Please describe the business in detail. Describe any activities involved, materials and equipment used, and products produced.

2. How many persons will be employed in the conduct of the proposed office: Members of Family _____ others _____ total # _____.

3. Will customers or clients come to the residence? Yes _____ No _____

If Yes, explain in detail

4. Describe any alterations or changes to the home that might be required to facilitate the Home Office.

5. Describe how, where, and in what amounts the material, supplies, and/or equipment related to the Home Office will be displayed or stored.

6. Describe the size and type of any vehicle used in connection with the Home Office.

7. Will the Home Office involve the use of commercial vehicles for the delivery of materials to or from the home?

Yes _____ No _____ If Yes, please explain _____

8. Are any signs necessary or proposed relative to the Home Office? Yes _____ No _____

If Yes, describe type, size, and location _____

I have read and understand Section 104 of the Perry Land Development Ordinance and believe, to the best of my knowledge, that my proposed Home Office would not violate any portion of said ordinance.

Applicant's Signature

Date

FOR OFFICE USE ONLY

BUSINESS FEE PAID: _____

ISSUING LICENSE CLERK: _____

DATE LICENSE ISSUED: _____

ZONING APPROVAL: _____

City of Perry
Verifying Status for Public Benefit Application
O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a(n) occupational tax license [type of public benefit], as referenced in O.C.G.A. § 50-36-1, from City of Perry [name of government entity], 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: _____

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) occupational tax certificate [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 City of Perry, Georgia [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:

Section 104. Home Occupations.

104.1. Intent. Regulations for home occupations are intended to provide categories of use such that permitted home occupations can be better matched to the character of the zoning district in which they are allowed. The term home occupation is understood to mean all categories of home occupations, both home offices and residential businesses. Sec.104, 104.1-Rev. 8.20.02

- (1) Home occupations shall be subject to the conditions set forth below. The applicant for approval to conduct a home occupation shall bear the burden of providing conclusive evidence to the Planning Commission that these conditions have been met. The Planning Commission may modify the conditions listed below to be more restrictive, or place additional conditions, which are more restrictive than those listed below on any approval, granted the applicant.
- (2) If the home occupation is approved, the applicant is responsible for the operation of the said home occupation in conformance with these conditions. The applicant shall submit a written description of the proposed home occupation demonstrating that it will comply with each of the conditions applicable for the specific type of occupation.
- (3) The business must be owned by the owner of the property on which the home occupation is located, or the business owner must have written approval of the owner of the property if the applicant is a tenant.
- (4) The home occupation and dwelling unit shall comply with all applicable building and fire codes.
- (5) No more than one home occupation is allowed in a residence at one time.

104.2. Home Office. A home office is an office, business or profession conducted entirely within a dwelling which is carried on by an occupant thereof and which is clearly incidental and secondary to the use of the dwelling for residential dwelling purposes and which fully complies with the following standards: Sec-104.2 – Rev. 8.20.02

- (1) A home office may be maintained for a business conducted away from the home, as long as the home office complies with all other requirements of this section.
- (2) Home offices shall not include the repair and/or maintenance of motor vehicles, large-scale manufacturing or any use which may endanger the health, safety or welfare of the neighborhood.
- (3) No use that creates noise, dust, vibration, odor, smoke, glare, or electrical interference that would be detectable beyond the dwelling unit is permitted.

- (4) The home office shall not allow customers or clients to come to the premises.
- (5) Home offices shall be limited to no more than twenty-five percent (25%) of the total heated floor area of the residence.
- (6) There will be no changes, which would alter the character of the dwelling or reveal from the exterior that the dwelling is being use in part for other than residential purposes.
- (7) No outside storage or display is permitted.
- (8) No one other than family members who reside on the premises may be employed in the office.
- (9) One business vehicle used exclusively by the resident is permitted. The vehicle shall be no larger in size than a pick-up truck, panel truck or van and is limited in size to one and half-ton carrying capacity.
- (10) Pickups and deliveries to the site related to the office shall be restricted to vehicles having no more that two axles and shall be restricted to no more that two pickups or deliveries per day.
- (11) No signs shall be placed on the premises in conjunction with the home office.

104.3 Residential Business. Residential businesses are small offices or small-scale retail or service businesses which are clearly incidental and secondary to the use of the dwelling for residential dwelling purposes, and which fully comply with the following standards: Sec-104.3 - Rev. 8.20.02

- (1) Residential businesses may include but are not limited to beauty shops, barber shops, professional offices and minor repair shops.
- (2) Residential businesses shall not include the repair and or/maintenance of motor vehicles, large-scale manufacturing or any use, which will create noise, noxious odors, or any hazard that may endanger the health, safety or welfare of the neighborhood.
- (3) The residential business shall not involve group instruction or group assembly of people on the premises.
- (4) The business or profession must be conducted entirely within the dwelling.
- (5) The dwelling must be the bona fide residence of the principal practitioner at the time of the application and, if approved, the residential business shall be

valid only as long as the principal practitioner resides in the dwelling, is conducting business and has a current business certificate.

- (6) Residential businesses shall be limited to no more than thirty-five percent (35%) of the total heated floor area of the residence.
- (7) There will be no changes, which would alter the character of the dwelling or reveal from the exterior that the dwelling is being used in part for other than residential purposes.
- (8) The portion of the residence in which the business is conducted shall be completely enclosed in a manner that the business is not visible from the surrounding property.
- (9) No outside storage is allowed.
- (10) The Planning Commission may place any reasonable conditions on the application deemed necessary to insure the orderly operation of the proposed business and its compatibility with the surrounding properties.
- (11) Property on which the residential business is proposed must have frontage on a public road.
- (12) Parking for customers/clients must be provided on site as stipulated in Section 71 of this ordinance. The location of the parking shall be approved by the Planning Commission.
- (13) Days and hours of operation requiring access by the public, customers and/or clients shall be Monday through Saturday, between the hours of 7:00 a.m. and 9:00 p.m.
- (14) The principal practitioner shall be permitted to park one commercial vehicle in the approved parking area. The commercial vehicle is limited to a passenger car, van or light truck of up to one and half-ton carrying capacity.
- (15) Any utility trailer needed for the orderly operation of the business must be specifically requested and approved by the Planning Commission. The request must include the proposed use and size of the trailer.
- (16) One (1) business sign shall be permitted provided the sign is not larger than two (2) square feet in area.