



**CITY OF WOODSTOCK  
DEVELOPMENT SERVICES**  
12453 Hwy 92, Woodstock, GA 30188  
770-592-6054  
[www.woodstockga.gov](http://www.woodstockga.gov)  
[businesslicense@woodstockga.gov](mailto:businesslicense@woodstockga.gov)

## HOME OCCUPATIONAL TAX LICENSE APPLICATION

**CHECK ONE:**  Sole Proprietorship  Corporation  Partnership  LLC

DATE OPENED IN CITY: \_\_\_\_\_

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

DBA IF APPLICABLE: \_\_\_\_\_  
(If using DBA must provide Trade Name Certificate)

BUSINESS OWNER: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

BUSINESS STREET ADDRESS: \_\_\_\_\_

CITY/STATE: WOODSTOCK, GA ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

LOCAL WOODSTOCK BUSINESS PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

ALTERNATE PHONE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ Once approved the license will be emailed to this address.

WEB SITE ADDRESS: \_\_\_\_\_

FEDERAL EMPLOYER ID #: \_\_\_\_\_ GA SALES AND USE TAX ID #: \_\_\_\_\_

DETAILED DESCRIPTION OF BUSINESS: \_\_\_\_\_

NAICS CODE: ([www.naics.com](http://www.naics.com)) \_\_\_\_\_

EMERGENCY CONTACT (other than applicant) \_\_\_\_\_ PHONE #: \_\_\_\_\_

**For corporations or LLC, complete the following:**

NAME OF CORPORATION: \_\_\_\_\_

PLACE & DATE OF INCORPORATION: \_\_\_\_\_

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

CITY/STATE/ZIP: \_\_\_\_\_

REGISTERED AGENT/OFFICER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_



State of Georgia  
**Department of Revenue**  
1800 Century Boulevard  
Atlanta, GA 30345

## Official Addendum to Business Occupancy License Application

### Required Fields

Name of Business (Legal Name or Trade Name):

\_\_\_\_\_

Mailing Address if Different from Physical Address:

\_\_\_\_\_

Actual Physical Address of Each Location of Such Business if Different From the Mailing Address:

\_\_\_\_\_

If Your Business Is Required to Have One by Law:

Sales Tax ID# \_\_\_\_\_

Sales Tax Number: \_\_\_\_\_

Applicable North American Industry Classification System Code Number: Please list All NAICS

\_\_\_\_\_

### **NOTICE:**

Upon completion or refusal to complete this form by the taxpayer, the municipality or county shall provide written notice to the taxpayer that the above information will be submitted to the Georgia Department of Revenue.

The Failure or refusal to complete this form by the taxpayer shall not toll or extend the time of payment established for such occupation tax or regulatory fee under Code Section 48-13-20.

In accordance with O.C.G.A. §§ 48-2-15 AND 48-7-60, all taxpayer information provided on this Form shall be confidential and privileged.

In compliance with O.C.G.A. §§ 48-1-2 and 48-8-33, the Commissioner of the Georgia Department of Revenue shall collect all sales tax remitted in Georgia.

Any questions or comments regarding the collection of sales tax or this Form should be directed to the Georgia Department of Revenue at (404)417-6581 or e-mail [Derek.Todd@dor.ga.gov](mailto:Derek.Todd@dor.ga.gov)

**COMPLETE ALL INFORMATION**

Number of persons participating in the business activities while on premises? \_\_\_\_\_

1. Number of additional employees working on premises? \_\_\_\_\_

List additional employee names, addresses and phone numbers:

Employee Name	Address	Phone

2. Approximate number of deliveries to this business per day? \_\_\_\_\_

3. Approximate number of clients/customers visiting this business per day? \_\_\_\_\_  
(Include suppliers, contractors, etc.)

4. If day care center, how many children will you be keeping per day? \_\_\_\_\_

5. What portion of your residential space will you be using to conduct this business?

Work Space size: \_\_\_\_\_ Sq. Ft. Total Sq. Ft of Residence: \_\_\_\_\_ % of home use: \_\_\_\_\_

6. List all devices, equipment, tools, materials, chemicals and supplies that will be **used** to conduct this business?  
\_\_\_\_\_

7. List all devices, equipment, tools, materials, chemicals and supplies that will be **stored** on premises to conduct this business?  
\_\_\_\_\_

8. Where will these things be stored, be specific about location? \_\_\_\_\_  
(example: Garage, closet, basement, carport)

9. Will this business create noise, odor, or a nuisance of any kind?  Yes  No

If yes, please explain. \_\_\_\_\_

10. How many additional parking spaces do you have on premise? \_\_\_\_\_ \*

\*One (1) off-street parking space shall be provided for each one hundred fifty (150) square feet of floor area devoted to the home occupation.

11. Will any heavy equipment or vehicles be parked on premises or be making deliveries to this place of business?

Yes  No If yes, please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CITY OF WOODSTOCK LAND DEVELOPMENT ORDINANCE

### 7.507. Customary Home Occupation Performance Standards.

Customary Home Occupations shall be permitted in any residential zoning district or residential dwelling, provided that the following performance standards are met:

1. The occupation, profession or trade must be carried out wholly within the principal building;
2. Not more than thirty (30) percent of the floor area of the principal building can be used for the conduct of said home occupation;
3. No merchandise or articles shall be displayed in such a way as to be visible from outside the structure;
4. There shall be no alteration in the residential character of the building or premises;
5. No person who is not a resident of the premises shall be employed, with the exceptions stated herein. For the purposes of this section, the following definitions shall apply:
  - a) EMPLOYEES: The occupation shall be conducted by members of the family who are living the residence and maximum of one (1) additional employee.
  - b) ON-SITE EMPLOYEE: A person employed by the home occupational license holder to perform the business related duties on the same premises/residence for which the occupational license is issued.
  - c) OFF-SITE EMPLOYEE: A person(s) may or may not be directly employed by the occupational license holder and does not perform duties on the same residence for which the occupational license is issued for.
6. The home occupation shall not create disturbing or offensive noise, vibration, smoke, dust, odor, radio or television interference, voltage fluctuations or unhealthy or unsightly conditions; (Whether the disturbance is sufficient to invoke the prohibition of this section shall be determined by comparing the occupation caused disturbance to noises, smoke, odors, etc., that are commonly found in a residential neighborhood, such as children playing, yard maintenance tools, etc.);
7. One (1) off-street parking space shall be provided for each one hundred fifty (150) square feet of floor area devoted to the home occupation, and
8. No mechanical equipment shall be installed or used except as is normally required for domestic purposes. (This shall allow for normal home office equipment, including but not limited to, fax machines, computers and other communications equipment.)
9. Accessory home occupations may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations;
10. Business or home occupation related group instruction, assembly, or activity shall be limited to five (5) persons at one (1) time only (day care excluded);
11. All home occupations shall be subject to the periodic inspections by the Community Development Department or its designee;
12. The Community Development Department must approve all businesses/ Occupational/ Home Occupational Licenses which shall be re-certified annually;
13. Deliveries to the home occupation shall be made by passenger vehicles, mail carriers, or step vans (UPS, Federal Express, etc.) and must not restrict traffic circulations;
14. Deliveries to the home occupation through tractor-trailers or vehicle with over six (6) wheels shall be prohibited;
15. No signs on the subject property, advertising, the permitted home occupation, shall be allowed.  
(Ord. of 7-12-2010(3), § 4(Exh. A))

### 7.508. Customary Home Occupation Use Standards.

The following uses shall be permitted uses in a Customary Home Occupation provided they meet the above performance standards:

1. Instructional or tutoring services within an enclosed building, but limited to four (4) pupils at one (1) time.
2. Office facility of a salesman, sales representative or manufacturer's representative provided that there is no manufacturing, production, or storage provided on the premises, but limited to one (1) on site employee. Off site employees will be limited to the equal number of off street parking spaces provided but limited to five (5).
3. Office facility of an Architect, Broker, Engineer, Land Surveyor, Lawyer, computer programmer, and similar or related professions, but limited to one (1) on site employee. Off site employees will be limited to the equal number of off street parking spaces provided but limited to five (5).

4. Real estate broker, broker, real estate agent, appraiser, insurance agent, mortgage broker, or similar or related professions, but limited to one (1) on site employee. Off site employees will be limited to the equal number of off street parking spaces provided but limited to five (5).
5. Arts and crafts, artistic studios, including painting, sculpture, composing, writing, and related crafts such as weaving, rug work, and lapidary.
6. Office service, including work processing, book keeping, transcribing, data entry, and telephone answering services.
7. Mail order wholesale or retail businesses provided there is no sale, shipment or delivery of merchandise on the premises.
8. Contractors, electrician, landscaping business/contractors, plumbing, HVAC repair business/contractors, painting, cleaning, chimney cleaning and other related businesses but not including outside storage of equipment materials or vehicles.
9. Alterations and upholstery repair.
10. Barber and beauty shops, provided that the use is conducted by family members who live in the residence or only one (1) outside employee with only one (1) member residing in the property. The business shall consist of no more than one (1) beauty/barber chair, and no more than two (2) customers shall be permitted at one (1) time. Said business shall operate only between the hours of 8:00 a.m. and 8:00 p.m. All local and state licenses as well as any necessary permits must be obtained prior to the business being opened. There shall be no external evidence that a business is in operation inside the residence. Customer parking must be available on the same side of the street as the residence or paved parking must be provided on the side or rear of the property. Parking on the front of the property is prohibited.
11. Child day care center provided the following standards are met:
  - a) The child day care center must be located in a residential structure as a secondary use. The residential use of the structure must be the primary use of the structure.
  - b) The owner of the structure must obtain the approval for the day care use of his residence from seventy-five (75) percent of the property owners within five hundred (500) feet from his property, including the abutting residents.
  - c) The road giving access to the center must be of adequate capacity to handle the additional traffic and adequate off-street parking must be provided.
  - d) If the proposed center is not on sewer, the applicant must obtain a letter from County Sanitarian stating that the on-site septic tank system has the capacity to handle the proposed center.
  - e) The applicant must have a letter of conditional approval from the Georgia Department of Human Resources.
12. Other similar uses as approved by the Zoning Administrator.  
(Ord. of 7-12-2010(3), § 4(Exh. A))

***“By signing this form, I acknowledge that I have read and understand the City of Woodstock, Georgia Land Development Ordinance and Customary Home Occupation Performance and Use Standards sections 7.507 and 7.508.”***

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**Signature of Applicant**

***Affidavit Verifying Status  
for a City Public Benefit Application***

By executing this affidavit under oath, as an applicant for the City of Woodstock, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to my application for the City of Woodstock, Georgia Business License or Occupational Tax Certificate, Alcohol License, Taxi Permit, or other public benefit 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 O.C.G.A §16-10-20.

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

Print Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

Notary Public \_\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens

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:

**Company Name** \_\_\_\_\_

**Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)**

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs **9 or fewer** employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90.

\_\_\_\_\_  
Signature of Exempt Private Employer

\_\_\_\_\_  
Printed Name of Exempt Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.  
Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in Woodstock, Georgia.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

\_\_\_\_\_  
**Company Name**

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_



**CALCULATION OF FEES**

**Administrative Fee / 1 Employee  
(OWNER COUNTS AS ONE)**

Minimum \$60.00

\$ \_\_\_\_\_

\*\*\* **OR** \*\*\*

**Number of Professionals** \_\_\_\_\_ x \$300.00  
(ie Attorney, Chiropractic, Podiatry, Dentistry,  
Engineering, Land Surveyor) City of Woodstock Ordinance Sec. 86-81

\$ \_\_\_\_\_

\*\*\* **OR** \*\*\*

**Insurance Agencies/Company** \_\_\_\_\_ x \$75.00

\$ \_\_\_\_\_

**Regulatory Fee (see Fee Schedule)**

\$ \_\_\_\_\_

**TOTAL AMOUNT DUE:**

\$ \_\_\_\_\_

I hereby certify that the above stated information as well as supplemental attachments are true and correct under penalty of law as set forth by the City of Woodstock Occupation Tax Ordinance as now or hereafter amended.

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**Signature of Applicant**

**Print Name**

**Title**

**Date**

**OFFICE USE ONLY:**

NEW     REVISION    DATE RECEIVED: \_\_\_\_\_

BUSINESS NO: \_\_\_\_\_    LICENSE NO: \_\_\_\_\_

Call When Ready     E-Mail When Ready

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

**Business Address:** \_\_\_\_\_

**Map/Parcel No:** \_\_\_\_\_ **NAICS CODE:** \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

MONEY ORDER # \_\_\_\_\_     CHECK # \_\_\_\_\_     CC Auth # \_\_\_\_\_

**ANY DEPARTMENT RECOMMENDING DENIAL OF THE APPLICATION MUST ATTACH WRITTEN JUSTIFICATION FOR DENIAL AND FORWARD APPLICATION TO THE OCCUPATIONAL TAX CLERK.**

_____	<input type="checkbox"/> Complete	_____	_____	_____
<b>Occupation Tax Clerk</b>		<b>Comments</b>		<b>Date</b>
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____	_____
<b>Zoning Administration</b>		<b>Property Zoned</b>	<b>Comments</b>	<b>Date</b>
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____	_____
<b>Code Enforcement Officer</b>		<b>Square Footage</b>	<b>Comments</b>	<b>Date</b>
_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____	_____	_____
<b>Building Official</b>		<b>Comments</b>		<b>Date</b>

**NOTES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_