

INSTRUCTIONS FOR A HOME OCCUPATION TAX CERTIFICATE

HOME OCCUPATION TAX CERTIFICATES ARE NOT TRANSFERABLE

Welcome to the City of Stone Mountain! We are pleased that you have chosen to open your home business in the city limits of Stone Mountain.

This information sheet has been compiled to assist you in completing the necessary application and forms in order to obtain a Home Occupation Tax Certificate. You must be properly licensed in order to operate a business within the City of Stone Mountain.

Complete the Home Occupation Tax Certificate Application.

Read Section 6-9 (Home Occupations) from the City of Stone Mountain Code of Ordinances. Sign and date the acknowledgement form and attach it to the application.

If food preparation is allowed within a residential home by DeKalb County Environmental Health, a plan review must be completed and a permit issued by the agency. A copy of the permit must be attached to the home occupation tax application. Contact 404-508-7900 for more information.

A home occupation where the preparation of food is allowed by DeKalb County Environmental Health, the applicant must contact the DeKalb County Public Works Department, Water & Sewer Division for a Grease Trap and Grease Interceptor inspection. If a permit is required, a copy must be attached to the application. Please call 770-621-7272 to schedule an inspection.

A valid driver's license for the applicant must be presented at the time the application is submitted for review.

The appropriate annual occupation tax liability fee must be paid in full prior to the issuance of an occupation tax certificate.

A non-refundable sanitation fee of \$5.00 per month must be paid in full upon submission of the completed application. The fee will be prorated for the number of months and partial months remaining in the calendar year.