

## 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.

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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.

**CITY OF STONE MOUNTAIN  
HOME OCCUPATION TAX CERTIFICATE  
YEAR ENDING \_\_\_\_\_**

**(FOR OFFICE USE ONLY)**

Received By (Employee): \_\_\_\_\_

Date Received (Meter Stamp) \_\_\_\_\_

License No. \_\_\_\_\_

Business Description: \_\_\_\_\_

Number of Employees (0-5) \_\_\_\_\_ \$ 180.00

Number of Employees over 5 \_\_\_\_\_ x \$30.00 \$ \_\_\_\_\_

Occupation Tax Due: \$ \_\_\_\_\_

Sanitation Fee \$ \_\_\_\_\_

*(\$5.00 per month - fee will be prorated for the number of months or partial months remaining in the calendar year)*

**TOTAL AMOUNT DUE** \$ \_\_\_\_\_

Approval/Clearance: (Attach Copy)

\_\_\_\_\_ SAVE Affidavit \_\_\_\_\_ Secure & Verifiable Document \_\_\_\_\_ Private Employer Affidavit  
\_\_\_\_\_ Health \_\_\_\_\_ Water & Sewer

APPLICANT: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

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

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

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

BUSINESS PHONE: (If Different than Home #) \_\_\_\_\_

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

TYPE OF BUSINESS: \_\_\_\_\_

# OF FULL-TIME EMPLOYEES: \_\_\_\_\_ # OF PART-TIME EMPLOYEES: \_\_\_\_\_

*(Only residents of the dwelling may be engaged in the home occupation)*

**An owner and/or manager, or an employee who works 40 hours or more per week, shall be considered a full-time employee. Employees who work less than 40 hours per week shall be considered part-time employees. Each part-time employee shall be considered to be equal to 1/2 of a full-time employee. The total number of employees shall be the sum of all full-time employees plus all part-time employees rounded to the next whole number.**

1. What percentage of the dwelling unit is or will be used for business? \_\_\_\_\_%

2. Will any employees, partners or other associates, other than those living in the home, come to this location for any purpose concerning the business? YES \_\_\_\_\_ NO \_\_\_\_\_



**AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT APPLICATION**  
**CITY OF STONE MOUNTAIN, GEORGIA**

By executing this affidavit under oath, as an applicant for a **City of Stone Mountain**, Georgia Occupation Tax Certificate; Alcohol Beverage License; Taxicab, Limousines and Other Passenger-Carrying Vehicles License; Pawnbrokers License, Adult Entertainment License, Contract or Peddlers & Solicitors I am stating the following with respect to my application for a **City of Stone Mountain**, Georgia

**Check One:**

- Occupation Tax Certificate     Alcohol Beverage License     Pawnbrokers     Adult Entertainment  
 Taxicab, Limousines & Other Passenger-Carrying Vehicles     Contract     Peddlers & Solicitors

Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity:

Print Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

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.

\_\_\_\_\_  
***Alien Registration Number for Non-Citizens Issued by the Department of Homeland Security or other federal immigration agency.***

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:

\_\_\_\_\_  
***Other Identifying Number***

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. § 50-36-2(b)(3) 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 Code Section 16-10-20 of the Official code of Georgia and face criminal penalties as allowed by such criminal statute.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Notary Public  
My Commission Expires:

SEAL

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

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

**Section 1. Please check only one:**

(A) \_\_\_\_\_ On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees<sup>1</sup>.

\*\*\* If you select Section 1(A), please fill out Section 2 and then execute below.

(B) \_\_\_\_\_ On January 1<sup>st</sup> of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

\*\*\* If you select Section 1(B), please skip Section 2 and execute below.

**Section 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. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:**

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

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**I hereby declare under penalty of perjury that the foregoing is true and correct.**

**Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).**

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

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

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

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

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

\_\_\_\_\_  
<sup>1</sup> To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

***City of Stone Mountain  
Home Occupation Tax  
Acknowledgment Form***

I, \_\_\_\_\_, have received a copy of

**(Print Applicant Name)**

***Section 6-9 - Home Occupations*** from the City of Stone Mountain. I understand any occupation or commercial enterprise conducted within the zoning districts ***R-1, R-2, R-3, R-4, VCM, or MR-1*** will only be permitted if the following requirements are adhered to:

***Append. A-Zoning, Article VI: Supplemental Regulations, Sect. 6.9-Home Occupations***

1. Only residents of the dwelling may be engaged in the home occupation.
2. The home occupation shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the building.
3. No business or advertising signs shall be permitted.
4. Use of the building for the purpose of a home occupation shall not exceed 25 percent of one (1) floor of the principal building.
5. No internal or external alterations inconsistent with the residential use of the building shall be permitted.
6. The occupation shall not constitute a nuisance in the neighborhood. Furthermore, except as would be caused by a typical residential use, no noise, vibration, dust, odor, smoke, glare, or electric disturbance which is perceptible beyond any property line will be permitted to occur as a result of the home occupation.
7. Only vehicles with a gross vehicle weight of 8,600 pounds or less shall be permitted in connection with the conduct of any home occupation.
8. Except as authorized under a Special Use Permit customers or clients shall not be permitted on the premises of a home occupation.
9. Home occupations are prohibited from pickup and delivery services on fixed schedule within the zoning districts ***R-1, R-2, R-3, R-4, VCM, or MR-1***.
10. A home occupation shall not store or use hazardous materials that could pose a threat to public safety either by fire, explosion, or contamination except those used in routine home property maintenance.
11. A home occupation shall meet the requirements of the license and business regulations of the city.
12. A home occupation shall not store any goods or materials outside the principal building.

(Ord. No. 98-12, 11-5-98)

\_\_\_\_\_  
Applicant Name (Signature)

\_\_\_\_\_  
Date

**Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**

Issued August 1, 2012 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]