



CITY OF UNION CITY
"The Progressive City"

CITY HALL
5047 UNION STREET
UNION CITY, GEORGIA 30291-1497
PHONE 770/964-2288
FAX 770/306-6861

**OCCUPATIONAL TAX PERMIT
(BUSINESS LICENSE)
HOME OCCUPATION**

- 1.** If you live in a house, apartment, or condo that does not belong to you, then we need a letter from the owner or management granting you permission to have a home based business. This letter must be on the apartment's or condo association's letterhead and must be signed and notarized.
- 2.** A list of the rules and regulations for a home occupation that must be signed and submitted with your application can be obtained at City Hall.
- 3.** The fee for your permit is based on your dominant business activity & your estimated gross revenue from the day you apply thru December 31st. There is a \$ 75.00 minimum fee.
- 4.** All Occupational Tax Permits expire on December 31st, no matter when you get it. Renewal applications are sent out mid December.
- 5.** If you go out of business or move you need to notify our office immediately.



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In order to qualify for a Home Occupation Occupational Tax Permit, the following conditions must be met.

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 display of products shall be clearly visible from the street, and only products produced on the premises may be sold on the premises, except that bonafide agricultural products grown on the premises may be displayed;
4. Use of the building for this purpose shall not exceed 25% 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;
7. No accessory buildings or outside storage shall be used in connection with the occupation except as otherwise provided in this ordinance;
8. Instruction of music and similar subjects shall be limited to two (2) students at a time;
9. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the operation of a customary home occupation;
10. Only family day care homes as defined in this Ordinance are permitted as a customary home occupation. They shall have at least 35 square feet of usable indoor floor space provided for each child and the outdoor play area shall be enclosed on all sides to a height of at least four (4) feet by a fence;
11. The following and similar uses shall not be considered home occupations: Service station; ambulance service, rescue squad; taxi services; amusement or recreational activities (commercial); animal hospital; kennel, veterinarian clinic, or animal boarding place, automobile and related machine sales, repair or maintenance, pawn shop, acid storage and manufacturing, heavy manufacturing, fortune teller and palm reader.

I have read, understand and will comply with the above conditions.

Signature of Applicant

Date