Liberty County Building & Licensing Department

P.O. Box 829
Hinesville, Georgia 31310
(912) 876-8454
(912) 876-9107 Fax

Occupation Tax Certificate Application

Date: _____

Business Name: _____

Location (Street): _____

_____

Mailing Address: _____

_____

Type of Business: _____

Number of Employees: (Including Owners) _____

Owner's Name: _____

Social Security Number: _____

Telephone #: _____

Federal ID Number: _____

Applicant Signature: _____

This application must be approved by the Liberty Consolidated Planning Commission

Tax Map & Parcel #: _____ Zoning Classification: _____

Description of work to be done from the Home Address: _____

_____

_____

Approved By: _____ Date: _____

*** All electrical, mechanical, plumbing, well drilling contractors, mobile home dealers, mobile home installers and any other contractor that is required to have a State of Georgia License will be required to attach a copy of the license to this application before issuance. ***

*** All commercially used buildings may be subject to an inspection for fire & safety code compliance prior to any certificate of occupancy or business license being issued.***

Liberty Consolidated Planning Commission

CHAIR
Jim Thomas

VICE CHAIR
Jack Waters

SECRETARY
Sonny Timmerman

H.E. "Sonny" Timmerman, P.E., AICP, Director

COMMISSIONERS

Durand Standard
Deloris Gaulden
Graylan Quarterman
Don Hartley
Lynn Pace
Susan Strickland
Melice Hamilton

Liberty County Zoning -
Overview of Type A Home Occupation Zoning Ordinance

Applicant Name: _____

Applicant Address: _____

Current Zoning: _____

Business Name: _____

Business Address: _____

In Type A home occupations residents use their home as a place of work, home office or business telephone or mailing address. Employees or customers are prohibited from coming to the site, and there is no visible indication of commercial activity. By way of illustration only, examples include artists, crafts people, writers and consultants. Type A home occupations may be approved administratively by the zoning administrator or his designee.

General provisions and prohibited uses.

All home occupations shall meet the following:

1. A home occupation shall be incidental and accessory to the use of a dwelling as a residence. No more than twenty (20) percent of the floor space of the dwelling unit (including attached garages) may be used for the home occupation.
2. There shall be no exterior evidence of the home occupation or alteration of the residence and/or accessory buildings to accommodate the home occupation. Internal or external changes which will make the dwelling appear less residential in nature or function are prohibited. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or adding commercial-like exterior lighting.
3. There shall be no outside operations or exterior storage of inventory, equipment, or materials to be used in conjunction with a home occupation.
4. Off-site employees of the resident shall not congregate on the premises for any purpose concerning the home occupation nor park their personal vehicles at the location.
5. No more than one (1) vehicle associated with the home occupation (no larger than a standard van or pick-up truck and with minimal commercial markings as approved by the zoning administrator) may be parked at the site. Such vehicle is limited to one-ton carrying capacity and must be used exclusively by the resident and parked on a valid improved surface constructed of materials common in conventional residential development (e.g. concrete, pavers, etc.) and which is otherwise compatible with the surrounding neighborhood.

6. No use or activity may create an offensive noise, dust, glare, vibration, smoke, smell, electrical interference or any fire hazard, unsightly or unhealthful condition, or other nuisance or disturbance.
7. All home occupations shall be subject to periodic inspections by the department of planning and zoning.
8. Any type of repair or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, marine engines, lawn mowers, chain saws and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts is prohibited.
9. Accessory home occupations may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.

Specific criteria for Type A home occupations.

In addition to the general criteria established in subsection C., Type A home occupations are subject to the following restrictions:

1. No clients, nonresident employees or customers are allowed on the premises.
2. Pickups from and deliveries to the site in regard to the business shall be restricted to vehicles which have no more than two (2) axles and shall be restricted to no more than two (2) pickups or deliveries per day between the hours of 9:00 a.m. and 6:00 p.m.
3. No signage regarding the home occupation is permitted on the property.
4. No advertisement shall be placed in any media (including flyers soliciting business) containing the address of the property.
5. Retail sales are prohibited.

Additional requirements. The foregoing requirements for home occupation shall be in addition to those requirements for business licenses generally, and any violation of these requirements shall be grounds for denial, suspension or revocation of the subject business license, and vice versa. Upon any violation of this ordinance, the home occupation may be suspended, denied or terminated as with business licenses generally.

Renewal application. All persons wishing to renew their home occupation from the previous year shall make application for such renewal at the same time as provided for renewals of business licenses generally on such forms as may be prepared by the zoning administrator. Notwithstanding any terminology used in this section or any other provisions herein to the contrary, the granting of a home occupation for (1) year shall in no way vest any rights or privilages whatsoever to any renewal or subsequent permit, and such person must satisfy in full the requirements for such business license established by ordinance at the time of such renewal; provided, however, that if there is no change in the home occupation and the operations connected.

Property Landowner & Identification	Business Owner & Identification
Date of Signature	Date of Signature
Above Signature(s) Attested to and Witnessed By LCPC Staff Member	Date

Business Narrative

If your business will be a seasonal business,
make sure seasonality is reflected in your narrative

Description of the business: Answer as many of the following questions as you can.

What type of business are you opening? _____

What hours/days will you be open? _____

Describe how your company's day-to-day operations work. _____

_____

What is the nature of the product(s) or service(s)? Take your time, be very specific! _____

_____

What group of customers are you going after? _____

What other kinds of businesses are in the neighborhood? _____

What other licenses or permits will you be required to obtain? County? City? State? Health Dept? _____

_____

Include a brief description of who does what. _____

_____

Do you have any company cars or trucks for this business? _____

How many employees will you need and when? _____

What furniture, fixtures, equipment, tools, inventory, ect. do you need? _____

_____

How will you store the business inventory? _____

_____