

Harris County Community Development

PO Box 689
125 Barnes Mill Road
Hamilton, Georgia 31811
Telephone: (706) 628-4700

New Home Occupational Tax Certificate Requirements:

Administration Fee \$25.00, This fee is nonrefundable and due at time application is submitted.

A Business License/Occupational Tax Certificate must be obtained before your business can open. Please be aware that it may take 7-10 business days for review once all paperwork has been received.

Required Paperwork

- Submit a completed Harris County Home Occupation Occupational Tax Certificate Application.
- Submit a completed Affidavit Verifying Status for County Public Benefit
- Submit a completed Private Employer Affidavit
- Submit a copy of your Driver's License (address must match the location address).
- Submit a current copy of your paid tax receipt.
- Submit Landlord Permission Letter (if applicable).
- Submit a copy of your State of Georgia Professional / Trade License (if applicable).
- Submit a copy of Georgia Department of Agriculture License (if applicable).
- Submit a copy of your Corporation Name / Status (if applicable).

Once the application has been approved, we will call you to let you know it is ready for pick up. You may pick them up Monday – Friday 8:00 am – 4:30 pm. You may pay cash, check or card, if you pay by card there will be a convenience fee (\$3 minimum fee for the first \$100 or 3% of the total if over \$100). If the certificate is not picked up within 30 days, the application will be voided, and a new application and application fee will be required.

All license/certificates run calendar year and expire December 31.

Please return all completed applications, forms, documents and/or required paperwork to Harris County Community Development.

**HOME OCCUPATION
OCCUPATIONAL TAX CERTIFICATE APPLICATION
HARRIS COUNTY COMMUNITY DEVELOPMENT,
125 Barnes Mill Road, PO Box 689, Hamilton, GA 31811-0689
Phone 706-628-4700 Fax 706-628-4140**

ALSO NECESSARY TO PROCESS APPLICATION: COPIES OF DRIVER'S LICENSE, PROPERTY TAX RECEIPT(S), STATE LICENSE, AND FOOD PERMIT FROM HEALTH DEPARTMENT (IF DEALING WITH FOOD) OR CERTIFICATE FROM THE DEPARTMENT OF AGRICULTURE & AFFIDAVIT VERIFYING STATUS

(PLEASE PRINT & ANSWER ALL QUESTIONS)

BUSINESS INFO

1. Legal Name of Business _____
2. Doing Business As _____
3. Phone Number _____
4. Street Address _____
City/State/Zip _____
5. Mailing Address _____
City/State/Zip _____
6. E-Mail Address _____
7. Georgia Sales & Use Tax Identification # _____
8. State License # (if applicable) : _____ Expiration Date: _____
State License # (if applicable) : _____ Expiration Date: _____
9. Type of activity to be performed : _____

APPLICANT/OWNER INFO

10. Name _____
11. Phone Numbers: (Home) _____ (Cell) _____
12. Street Address (if different from #4 above) _____
City/State/Zip _____
13. Mailing Address (if different from #5 above) _____
City/State/Zip _____
14. Type of Ownership: Sole Proprietor Partnership Corporation* LLC*
*If Corporation or LLC, indicate the exact, complete name as it is registered with the Georgia Secretary of State's Office

Corporation Address _____
City/State/Zip _____

PROPERTY INFO

15. Do you own or rent your home? OWN RENT
16. If "rent", indicate name of owner(s): _____
(Note: If "rent", a letter from owner giving you permission to do business in the home is required)
17. Do you have or do you plan to have an accessory structure? (Other than storage)
YES NO If YES, what size: _____

EMPLOYEE INFO (include owner(s) and any full-time and/or part-time employees)

- 18. Total *HOURS* worked by all Part-Time employees/week: _____
- 19. Total *NUMBER* of Full-Time employees who work 40+ hours/week: _____
- 20. Total Equivalent Full-Time employees (divide answer in "20" by 40): _____
- 21. Total *EMPLOYEES* (add "21" and "22" together): _____
- 22. How many employees reside IN the home? _____
- 23. How many employees DO NOT reside in the home but work on-premises? _____

ACKNOWLEDGMENT

I, the undersigned applicant, do swear that the foregoing statements and facts are true, that no false or fraudulent statement is made herein; that such answers were made in order to procure an Occupational Tax Certificate; that any falsehoods may be grounds for dismissal of this application or subsequent revocation of the Certificate; and that should the number of employees reflected above increase, I will notify the Department.

Signature of Applicant/Owner _____
Date

Note: Some of the information reflected on this form may be provided to the Georgia Department of Revenue.

FOR OFFICE USE ONLY

Application Date Received: _____ Application Fee: \$25.00 Paid by: Cash Card Check (# _____)

Personal/Real Property Taxes of Applicant Current? YES NO Personal/Real Property Taxes of Property Current? YES NO

Property is Zoned : _____ Map & Parcel: _____ Total Acreage: _____

Type of Home Occupation: Residential Rural NAICS Code: _____

Georgia Sales & Use Tax Verification Address Verification In System

Restrictions: _____

Decision: Approved Denied

If denied, reasons: _____

Amount Due: \$ _____ Amount Paid: \$ _____ Paid by: Cash Card Check (# _____)

Occupational Certificate Number Issued: _____ Mailed on: _____ OR Picked up on: _____

Processed by (signature) _____

**AFFIDAVIT VERIFYING STATUS
FOR COUNTY PUBLIC BENEFIT APPLICATION
PURSUANT TO O.C.G.A. § 50-36-1
Harris County, Georgia**

By executing this affidavit under oath, as an applicant for a Harris County, Georgia, **Business Occupation Tax Certificate**, or other public benefit as referenced in O.C.G.A. § 50-36-1, I am stating the following with respect to an application for a Harris County **Occupation Tax Certificate** or other public benefit for:

(insert name of business, corporation, partnership or other private entity on behalf of which person is applying)

- 1) _____ I am a United States citizen
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secured and verifiable document, as required in O.C.G.A. § 50-36-1(e)(1), 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 THE _____ DAY OF
_____, 20_____

Notary Public
My Commission Expires: _____

(seal)

THIS FORM MUST ACCOMPANY YOUR APPLICATION FOR OCCUPATIONAL TAX CERTIFICATE

PRIVATE EMPLOYER AFFIDAVIT

PURSUANT TO O.C.G.A. § 36-60-6(d)

Harris County, Georgia

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 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

*** If you selected Section 1(A), please complete Section 2 and then execute.

(B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you selected Section 1(B), skip Section 2 and then 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

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

Signature of Exempt Private Employer or
Authorized Officer or Agent

Printed Name and Title of Person Executing Affidavit

Subscribed and sworn before me this
___ day of _____, 20___

Notary Public

My Commission Expires: _____

¹ 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.

Landlord Permission Letter

Harris County Community Development
PO Box 689
125 Barnes Mill Road
Hamilton, Georgia 31811

Re: Home Based Business

Dear Community Development,

I _____, as
owner of the property located at (address)
_____, give my
permission for (name of tenant/lessee)
_____, to operate a home based
business at the above address which they reside at, in accordance with the ordinances of
Harris County.

Signature of Owner

Address of Owner

Phone Number of Owner