



Were you assisted by Roswell Inc. regarding this business, including but not limited to site selection, how to start a business, networking, incentives, marketing, etc.? **Y / N**

APPLICATION FOR REGISTERING A HOME BUSINESS

BUSINESS ACCOUNT RECORD # _____

BUSINESS INFORMATION:

BUSINESS LOCATION _____ CITY _____ STATE _____ ZIP _____

PROPERTY OWNER _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____

TYPE OF BUSINESS: LLC DOMESTIC CORPORATION PARTNERSHIP NON-PROFIT PROPRIETORSHIP

SQUARE FOOTAGE OF AREA FOR BUSINESS _____ (750 SQ. FEET OR A MAX OF 25% WHICH EVER IS LESS)

BUSINESS NAME _____ FEIN # (OR SOCIAL SECURITY NUMBER) _____

DBA _____ BUSINESS START DATE (IN CITY OF ROSWELL) _____

BUSINESS MAILING ADDRESS (IF OTHER THAN LOCATION) _____ CITY _____ STATE _____ ZIP _____

BUSINESS BILLING ADDRESS (IF OTHER THAN LOCATION / MAILING) _____ CITY _____ STATE _____ ZIP _____

BUSINESS PHONE # _____ E-MAIL ADDRESS _____

WEB ADDRESS _____ 6 DIGIT NAICS CODE [\(http://www.census.gov/eos/www/naics/\)](http://www.census.gov/eos/www/naics/)

BUSINESS OWNER'S INFORMATION:

NAME OF OWNER (COMPANY OR INDIVIDUAL – PLEASE PRINT) _____ DATE OF BIRTH _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE # _____ E-MAIL ADDRESS _____

GIVE A DETAILED DESCRIPTION OF YOUR BUSINESS ACTIVITY:

FOR OFFICE USE ONLY:

NAICS CODE: _____ FEE CLASS: _____ RATE: _____

PENDING ITEMS:

ADDITIONAL CONTACTS FOR THE HOME BUSINESS

THIS FORM MUST BE FILLED OUT COMPLETELY

FIRST CONTACT: (PLEASE CHECK ONE)

EMERGENCY CONTACT OWNER PARTNER PROPERTY OWNER OTHER _____

NAME _____ TITLE OR ASSOCIATION _____

HOME ADDRESS _____ CITY _____ STATE _____ Zip _____

PRIMARY PHONE # _____ SECONDARY PHONE# _____ E-MAIL _____

SECOND CONTACT: (PLEASE CHECK ONE)

EMERGENCY CONTACT OWNER PARTNER PROPERTY OWNER OTHER _____

NAME _____ TITLE OR ASSOCIATION _____

HOME ADDRESS _____ CITY _____ STATE _____ Zip _____

PRIMARY PHONE # _____ SECONDARY PHONE# _____ E-MAIL _____

THIRD CONTACT: (PLEASE CHECK ONE)

EMERGENCY CONTACT OWNER PARTNER PROPERTY OWNER OTHER _____

NAME _____ TITLE OR ASSOCIATION _____

HOME ADDRESS _____ CITY _____ STATE _____ Zip _____

PRIMARY PHONE # _____ SECONDARY PHONE# _____ E-MAIL _____

IS THERE HAZARDOUS OR FLAMMABLE MATERIALS STORED ON SITE? Yes No If yes, list below:

HOME BUSINESS QUESTIONNAIRE

THE FOLLOWING QUESTIONS RELATE ONLY TO THE LOCATION SHOWN ON PAGE 1 OF THIS APPLICATION. SEE PAGE 4 FOR RULES AND REGULATIONS GOVERNING HOME OCCUPATIONS.

1. WILL ALL BUSINESS ACTIVITY CONDUCTED AT THE ABOVE LOCATION TAKE PLACE ENTIRELY WITHIN THE DWELLING? IF NO, EXPLAIN FULLY. YES NO

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? IF YES, EXPLAIN FULLY. YES NO

3. WILL ANY PUBLIC CONTACT TAKE PLACE AT THIS LOCATION OTHER THAN BY PHONE OR MAIL? IF YES, EXPLAIN FULLY. YES NO

4. WILL ANY MATERIALS, INVENTORY OR EQUIPMENT BE STORED ANYWHERE AT THIS LOCATION OTHER THAN IN THE DWELLING? IF YES, EXPLAIN, FULLY. YES NO

5. WILL ANY VEHICLES BE USED IN CONNECTION WITH THIS BUSINESS? IF YES, LIST BELOW. YES NO

YEAR	MAKE	MODEL	TAG #	OPERATOR

6. WILL YOUR BUSINESS BE AN ADULT ENTERTAINMENT ESTABLISHMENT (SEXUALLY ORIENTED BUSINESS) AS DEFINED BY CHAPTER 4 OF THE ROSWELL CODE OF ORDINANCES OR WILL IT OFFER ANY FORM OF ADULT ENTERTAINMENT. IF YES, EXPLAIN FULLY. YES NO

APPLICANT: I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED HEREIN IS COMPLETE. I HAVE ANSWERED ALL QUESTIONS COMPLETELY AND TRUTHFULLY TO THE BEST OF MY KNOWLEDGE. I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR THE REGISTRATION OF A BUSINESS IN THE CITY OF ROSWELL. ANY FALSE STATEMENT ON THIS APPLICATION AUTOMATICALLY VOIDS THIS REGISTRATION.

APPLICANT SIGNATURE: BUSINESS OWNER OR OWNER'S REPRESENTATIVE PRINTED NAME

TITLE DATE

Home Occupation Unified Development Code of the City of Roswell

Home Occupation Defined: An occupation that provides a service or product that is conducted wholly within a residential dwelling.

Section 9.7.11.1 General Provisions: Where a home occupation is allowed as a limited use, it is subject to the following: **No more than two (2) home occupations** may be established in a dwelling, provided that the standards of this chapter are met. In districts where permitted, the following regulations shall apply to home occupations. Failure to meet one (1) or more of these regulations at any time shall be unlawful and grounds for immediate revocation of business registration (Home Occupation License). A home occupation must be clearly incidental and secondary to the use of the dwelling for residential purposes.

Section 9.7.11.2 Physical Limitations: The gross floor area of a dwelling unit devoted to a home occupation shall not exceed seven hundred fifty (750) square feet, or twenty-five (25) percent of the gross floor area of the dwelling, whichever is less. No accessory buildings shall be used in connection with the home occupation.

Section 9.7.11.3 Alterations to the Dwelling: The exterior appearance and character of the dwelling must be that of a dwelling. No internal or external alterations inconsistent with the residential use of the building may be permitted.

Section 9.7.11.4 Vehicles and Parking: Vehicles kept on site in association with the home occupation shall be used by residents only. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation. Incoming vehicles related to the home occupation, if any, shall at all times be parked off-street within the confines of the residential driveway or other on-site permitted parking. The transporting of goods by truck is prohibited.

Section 9.7.11.5 Equipment, Off-Site Impacts, and Nuisances: No home occupation shall generate traffic, sound, smell, vibration, light, or dust that is offensive or that creates a nuisance. No equipment that interferes with radio and/or television reception shall be allowed. Home occupations must exclude the use of machinery or equipment that emits sound (e.g., saws, drills, musical instruments, etc.) that are detectable beyond the property. Chemical, electrical, or mechanical equipment that is not normally a part of domestic or household equipment and which is used primarily for commercial purposes shall not be permitted.

Section 9.7.11.6 Visitation: Visitations by clients shall be limited to five (5) per week in conjunction with a home occupation; provided, however, that the following exceptions are made for purposes of meeting overriding public goals of education and the care of children: (I) Educational tutoring or instruction in music, dance, fitness, arts and crafts, and similar subjects, limited to two (2) students in the home at one time. (II) A family day care home.

Section 9.7.11.7 Signs Prohibited: There shall be no signs identifying the home occupation.

Section 9.7.11.8 Employees and Licenses: Only occupants of the dwelling, and one (1) additional employee or consultant or agent or subcontractor shall be authorized to work on the premises in connection with a home occupation (s). Any occupational licenses, including business registrations, required by state, county, or city regulations must be obtained. Proof of state issued license registration, if required for the home occupation, must be submitted to the City prior to the issuance of a business registration.

Section 9.7.11.9 Display, Stock-in-trade, Sales, and Storage: There shall be no display and neither stock-in-trade nor commodity sold or stored on the premises, in connection with a home occupation, nor shall there be any activity associated with the home occupation visible outside the dwelling.

Section 9.7.11.10 Uses Specifically Prohibited: The Zoning Director May prohibit additional uses that do not meet the intent of these home occupation regulations. The following uses are specifically prohibited as Home Occupations (list not all-inclusive): Animal care (not including a hobby kennel), commercial or catering kitchen, funeral home, hotel or motel, machine shop, restaurant, personal services, retail sales, special event facility, vehicle sales or rental, vehicle service and repair.

I hereby declare that I have read and do understand the rules and regulations for a home occupation

APPLICANT'S SIGNATURE

PRINTED NAME

____/____/_____
DATE (MM/DD/YYYY)

TITLE

Schedule of Rates

The business occupation tax is based on the total gross receipts of the business in combination with the most current profitability ratios determined by NAICS (North American Industry Classification System) codes, administrative and regulatory fees.

-A **\$50,000 exemption** will apply to reported gross receipts.

- **Non-refundable fee of \$50 regulatory and \$100 application fee will apply**

- Businesses classified as **home occupations** will be capped at \$100 or less for total tax due.

***regulatory and application fees are exempt for home occupations ***

-Professional Practitioners may elect to pay a flat fee of \$400 per practitioner or elect to pay based on gross receipt. **If Practitioners choose to pay based on gross receipt \$100 application fee will be required.**

Schedule of Rates

You will find your Tax Class and Tax Rate by locating your NAICS Class below.

NAICS Class	NAICS Classification Name	Tax Class	Tax Rate
42	WHOLESALE AND RETAIL TRADE	A	0.01%
44	WHOLESALE AND RETAIL TRADE	A	0.01%
45	WHOLESALE AND RETAIL TRADE	A	0.01%
22	UTILITIES	A	0.01%
48	TRANSPORTATION AND WAREHOUSING	B	0.02%
49	TRANSPORTATION AND WAREHOUSING	B	0.02%
72	ACCOMODATION, FOOD SERVICES, AND DRINKING PLACES	B	0.02%
23	CONSTRUCTION	B	0.02%
31	MANUFACTURING	C	0.03%
32	MANUFACTURING	C	0.03%
33	MANUFACTURING	C	0.03%
56	ADMINISTRATIVE AND SUPPORT AND WASTE MANAGEMENT AND REMEDIATION SERVICES	C	0.03%
51	INFORMATION	D	0.04%
11	AGRICULTURE, FORESTRY, FISHING, AND HUNTING	D	0.04%
81	OTHER SERVICES	D	0.04%
62	HEALTH CARE AND SOCIAL ASSISTANCE	E	0.05%
71	ARTS, ENTERTAINMENT, AND RECREATION	E	0.05%
54	PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES	F	0.06%
61	EDUCATIONAL SERVICES	F	0.06%
21	MINING	F	0.06%
52	FINANCE AND INSURANCE	F	0.06%
92	UNCLASSIFIED INDUSTRIES	G	0.12%
53	REAL ESTATE AND RENTAL AND LEASING	G	0.12%
55	MANAGEMENT OF COMPANIES (HOLDING COMPANIES)	G	0.12%



**O.C.G.A. § 50-36-1(e) (2) Affidavit
For City of Roswell Public Benefit Application**

THIS FORM MUST BE FILLED OUT COMPLETELY AND NOTORIZED.

By executing this affidavit under oath, as an applicant for an Occupation Tax Certificate as referenced in O.C.G.A. § 50-36-1, from the City of Roswell, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

I, _____ on behalf of

NAME OF INDIVIDUAL

TITLE

_____ state that:

BUSINESS NAME

ACCOUNT NUMBER

1) ___ I am a United States citizen.

OR

2) ___ I am a Legal permanent resident of the United States.

OR

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 secure and verifiable document, as required by 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:

Please attach a copy of the verifiable document to this Affidavit.

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 O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant: Date

Printed Name of Applicant:

Subscribed and sworn before me this

___ DAY OF _____, 20___

Notary Public

My Commission Expires: _____

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

- 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); 8CFR § 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); 22CFR § 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]
- 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 for proof of or documentation of identity, that document will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit.