



City of Roswell Home Business Application

Please fill out the business registration application and attach copies of all required documents. Originals must be presented at the time the application is filed and will be returned to you. **Any missing, incomplete or false information, or failure to present original documentation will result in denial of the application.**

Payment must be submitted with the application. Occupation taxes are renewable each calendar year. Businesses that show proof of non-profit status are exempt from the fee requirements but must submit a renewal form each year for reporting purposes. Please review the [City of Roswell's Code of Ordinances Chapter 10.3](#) before applying.

Required Documents:

- Completed application – all pages, all affidavits must be notarized (we provide this service free of charge)
- Proof of Roswell occupancy
 - Commercial Business: Copy of lease or deed for commercial property
 - Home Business: Copy of lease, deed, utility bill, or driver's license with current Roswell address
- Color photocopy of unexpired U.S. issued photo ID (O.C.G.A. § 50-36-2)
- Permanent Resident Card or Employment Authorization Document (Non U.S. citizens only)
- Proof of current Corporate Registration from Georgia Secretary of State, sos.ga.gov (if applicable)
- If using a DBA, proof of registration with Fulton County Clerk of Superior Court, www.fultonclerk.org
- Copy of Georgia Professional State License(s) (if applicable)
- NAICS code must be 6 digits, to find your code www.census.gov/naics

Helpful Resources:

- **Alcohol License** – required to sell and/or serve alcohol. **Legal Dept: 770-594-6185**
- **Auto Broker / Dealer** – zoning confirmation letter. **Planning & Zoning: 770-817-6720**
- **Building Permit** – most projects will require a permit. **Community Development: 770-641-3780**
- **Cosmetologists and Barbers** – sos.ga.gov/georgia-state-board-cosmetology-and-barbers
- **Cottage Food Licensing** – home-based food sales, contact the GA Dept of Agriculture at www.agr.georgia.gov
- **Fingerprint/Background Checks** – required for some business applicants. **Roswell Police Dept: 770-640-4100**
- **Food Service Permit / Health Inspection** – Fulton County Health Dept, www.fultoncountyga.gov
- **GA Tax ID Number** – contact GA Department of Revenue at dor.georgia.gov
- **Garbage Service** – establish or change service. **Financial Services: 770-641-3759**
- **Georgia Medical Composite Board** – medicalboard.georgia.gov
- **Internal Revenue Service** – www.irs.gov
- **Massage and Spa Businesses** – apply first for permits and licenses from **Roswell Police Dept: 770-640-4100**
- **Professional License Information** – contact the GA Secretary of State at sos.ga.gov
- **Sign Permits** – all exterior signs (temporary & permanent) require a permit **Planning & Zoning: 770-817-6720**
- **Zoning Questions** – verify your business type can operate in a zoning district **Planning & Zoning: 770-817-6720**



Home Business Application

Business Account ID# _____
(Assigned by our office)

Please complete the application in detail.

Any missing, incomplete or false information or failure to present original documentation will result in denial of application.

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
Business Name, FEIN # (Or Social Security Number)
DBA/Trade Name, Business Start Date (In City of Roswell)
Web Address, 6 Digit NAICS Code www.census.gov/naics

Give a detailed description of your business activity: _____

Business Owner's Information

Name of Owner (Company or Individual - Please print), Date of birth
Address, City, State, Zip
Phone #, Email Address

Business Mailing Address (if other than location)

Business Mailing Address, City, State, Zip
Business Phone #, Email Address

Additional Contact (please check one)

Emergency Contact, Owner, Partner, Property Owner, Other

Name, Title or Association

Home Address, City, State, Zip

Primary Phone #, Secondary Phone#, Email Address

Were you assisted by Roswell, Inc. regarding this business?

Yes No

The following questions relate only to the location shown on page 1 of this application. See page 3 for rules and regulations governing home occupations.

1. Are hazardous or flammable materials stored on site?
If yes, list below. Yes No

2. Will all business activity conducted at the above location take place entirely within the dwelling? If no, explain fully. Yes No

3. 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

4. Will any public contact take place at this location other than by phone or mail? If yes, explain fully. Yes No

5. Will any materials, inventory or equipment be stored anywhere at this location other than in the dwelling? If yes, explain, fully. Yes No

6. Will any vehicles be used in connection with this business? If yes, list below. Yes No

Year	Make	Model	Tag #	Operator
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7. Has the business ever been denied from operating or had rights to operate revoked or suspended in any state? Yes No

8. Have you or your partner, stockholder or local manager (if a corporation) ever been convicted of a felony? Yes No

9. 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 Date



2024 Occupation Tax

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 **\$100,000 exemption** applies only to businesses reporting **\$100,000 or less** in gross receipts.
- A \$100 administrative fee will apply to all businesses. A \$50 **non-refundable** regulatory fee will apply to commercial businesses only. In addition, a fee of \$12 per employee will be assessed on all businesses with 100 or more full-time employees.
- Professional Practitioners may elect to pay a flat fee of \$400 per practitioner or elect to pay based on gross receipts. **If Practitioners choose to pay based on gross receipts, a \$100 administrative fee will be required.**
- **Occupation Tax is capped at \$85,000**

Schedule of Rates*

You will find your Tax Class and Tax Rate by locating the first two digits of your NAICS code.

NAICS starts with	BUSINESS TYPE	TAX CLASS	TAX RATE
11	AGRICULTURE, FORESTRY, HUNTING, AND FISHING	E	0.0016
21	MINING	E	0.0016
22	UTILITIES	A	0.0007
23	CONSTRUCTION	C	0.0011
31,32,33	MANUFACTURING	C	0.0011
42,44,45	WHOLESALE AND RETAIL TRADE	B	0.0009
48,49	TRANSPORTATION AND WAREHOUSING	C	0.0011
51	INFORMATION	E	0.0016
52	FINANCE AND INSURANCE	F	0.0018
53	REAL ESTATE AND RENTAL AND LEASING	G	0.0022
54	PROFESSIONAL, SCIENTIFIC, and TECHNICAL SERVICES	F	0.0018
55	MANAGEMENT OF COMPANIES (HOLDING COMPANIES)	G	0.0022
56	ADMINISTRATIVE AND SUPPORT AND WASTE MANAGEMENT AND REMEDIATION SERVICES	C	0.0011
61	EDUCATIONAL SERVICES	E	0.0016
62	HEALTH CARE AND SOCIAL ASSISTANCE	E	0.0016
71	ARTS, ENTERTAINMENT, AND RECREATION	F	0.0018
72	ACCOMMODATION, FOOD SERVICES, AND DRINKING PLACES	C	0.0011
81	OTHER SERVICES	E	0.0016

* Rates effective January 1, 2023



2024 Calculation Worksheet for Business Occupation Tax Certificate

Business Name: _____

Account No: _____ **NAICS Code:** _____ **Tax Class:** _____ **Tax Rate:** _____
 (Assigned by our office)

Professional Practitioners do not need to complete the calculation worksheet. Enter total (\$400 per practitioner) on Line 9 and include a copy of the State Professional License for each practitioner.

2024 Estimated Gross Receipts From Business Start Date to 12/31 of Current Year	
1	Estimated Gross Receipts for Current Year
	a. Sales, Use or Excise Taxes
	b. Inter-Organizational Sales
	c. Payments to Sub Contractors
	d. Out of State Sales
	e. Sales Returns and Allowances
	f. Total Deductions (add a through e)
2	If Line 1 is \$100,000 or less, enter \$100,000 If Line 1 is greater than \$100,000 enter 0
3	Subtract Deductions from Gross Receipts (Line 1- (f) - Line 2) (enter 0 only if amount is negative)
4	Multiply line 3 by Rate
5	Number of Employees _____ If more than 99 employees, add \$12.00 per employee (include all employees)
6	Regulatory Fee Add \$50.00 (not applicable for home business) 0
7	Administrative Fee Add \$100.00
8	Total Due - (Add Lines 4 through 7)

I hereby certify, under penalty of perjury, that statements made herein are to the best of my knowledge true and correct.

 Print Name & Title of Individual Authorized to complete the return.

_____ _____
 Phone Number Email

_____ _____
 Signature Date

9. Total	
Grand Total Due:	

PENDING ITEMS Office Use Only



**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 notarized.

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 (Assigned by our office)

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 www.bia.gov/service/tribal-leaders-directory. [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.