



## APPLICATION FOR HOME OCCUPATION PERMIT

License No.: \_\_\_\_\_

Fee: \_\_\_\_\_

Class: \_\_\_\_\_

The procedure for approval of a Home Occupation Permit is set forth in Section 2.02.E of the Unified Development Code (UDC). Generally, the process involves review by the Community Development Director.

Please complete the blanks with the information requested. If any of the information or required materials is missing or incomplete, the application will not be processed. Also, please note the required information requested on the back of this page.

Date of Application: \_\_\_\_\_

### APPLICANT

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*(If different from above)*

Email Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_ Fax: (     ) \_\_\_\_\_ - \_\_\_\_\_

### OCCUPATION

Business Name: \_\_\_\_\_

Federal or State License: \_\_\_\_\_ Tax ID or Social Security Number: \_\_\_\_\_

Anticipated Gross Receipts for the Year: \$ \_\_\_\_\_

Type of Residence: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

Parking available for business: \_\_\_\_\_

Describe the nature of the business. Include the types of products and services to be provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any proposed modifications to the building lot: \_\_\_\_\_

\_\_\_\_\_

Amount of gross square footage to be used for the home occupation: \_\_\_\_\_



I, \_\_\_\_\_, hereby state that all of the above statements and statements contained in the documents submitted with this application are true.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

***Required Materials to Accompany Application:***

*The Community Development Director may waive informational requirements upon finding that the information is not required to determine compliance with UDC requirements.*

1. Copy of deed, lease, option agreement or other evidence of ownership or applicant's interest in the property. If the applicant is not the owner, attach a notarized statement signed by the owner authorizing the applicant to request the amendment;
2. Site plan prepared in conformance with all submittal requirements;
3. Statement of compliance with all City, State, and other regulations pertaining to the home occupation; and
4. Any other exhibits as may be required by the Community Development Director.

**Return Form to:**

**City of Villa Rica**

**Community Development Department**

**571 West Bankhead Highway**

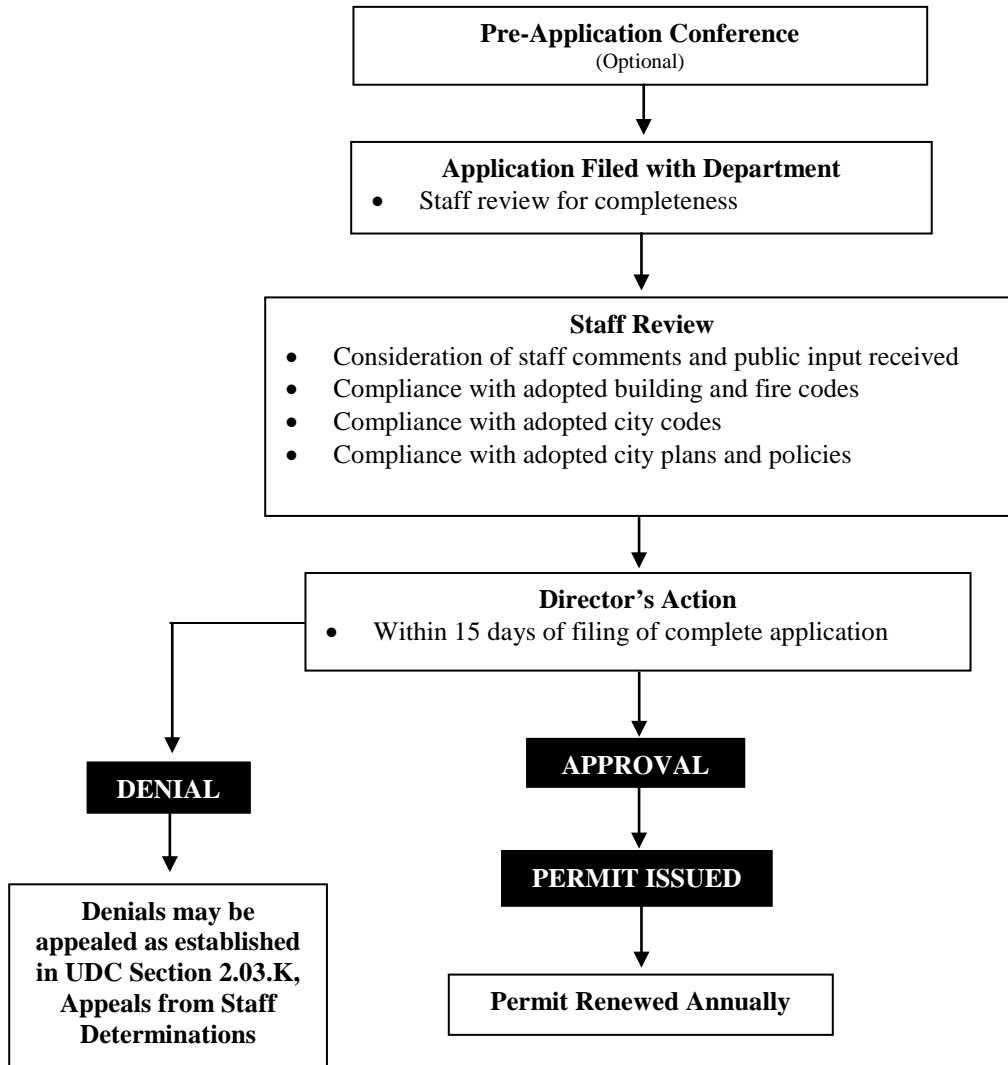
**Villa Rica, GA 30180**

**Telephone: (678) 785-1004**

**Fax: (770) 459-7003**



### PROCESS



***Affidavit Verifying Status  
for City Public Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Villa Rica, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to any application for a City of Villa Rica, Business License or Georgia Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) for

\_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity].

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

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.

Signature of Applicant:

Date

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

\* \_\_\_\_\_

Alien Registration number for non-citizens

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_  
My Commission Expires:

\*Note: O.C.G.A. § 50-36-1 (e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. **Qualified aliens that do not have an alien registration number may supply another identifying number below:**

\_\_\_\_\_