

**APPLICATION FOR HOME OCCUPATION PERMIT****LICENSE #****FEE:**

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 than above)

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: _____



Home Occupation Permit

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:
Planning & Zoning Department
City of Villa Rica
517 West Bankhead Highway
Villa Rica, GA 30180
Telephone: (678) 785-1004
Fax: (770) 459-7003



PROCESS

