



## **City of Ball Ground**

### **Occupation Tax Certificate**

### **RENEWAL Application**

215 Valley St, P. O. Box 285 – Ball Ground, Georgia

30107 Phone: 770-735-2123 Fax: 770-735-4575

Attached is the City of Ball Ground's Occupation Tax Certificate Renewal Application package. Please follow the directions and guidelines as specified below to ensure that your application is processed correctly & on time.

All businesses must renew their Occupation Tax Certificate by the last business day of January each year to avoid late penalties.

1. Complete the application. Fill in all blanks; use N/A if the question does not apply to your business. The application must be completed in detail, signed, and dated.
2. Attach all items listed below which may apply to your application:
  - A. Copy of state and/or federal license (if applicable) (required for professional licenses)
  - B. A Copy of the applicant's photo identification. (Required for all)
3. Acceptable forms of payment are cash, check, Visa, and MasterCard. Make checks payable to the City of Ball Ground.

Renewal notices will be emailed or mailed to the address on record. Renewals not received by 5:00 p.m. on the last business day of January are subject to a 10% penalty. Postmarks are not accepted.

# **RENEWAL APPLICATION - OCCUPATION TAX CERTIFICATE**

Return application and payment before Jan. 31st.

Payments made after return date are subject to a 10% penalty

## **GENERAL BUSINESS INFORMATION**

BUSINESS OR PROFESSIONAL'S NAME

DBA/TRADE NAME

Is this a home occupation/home-based business? ☐ YES ☐ NO If yes, please see regulations on page 6.

BUSINESS STREET ADDRESS

BUSINESS MAILING ADDRESS  
(IF DIFFERENT FROM ABOVE)

BUSINESS PHONE NUMBER

BUSINESS EMAIL ADDRESS

EMERGENCY CONTACT NAME(S)

EMERGENCY CONTACT PHONE NUMBER(S)

## **BUSINESS OWNER'S INFORMATION**

(1) Owner Name

(1) Owner Address

(1) Owner Phone Number

(1) Owner Email Address

(2) Owner Name

(2) Owner Address

(2) Owner Phone Number

(2) Owner Email Address

Total Number of Employees  
(Includes Owner(s))

E-Verify Number  
(If applies to business)

Certification: I hereby, do register and apply to operate business within the city limits of Ball Ground, Georgia and I further certify that the information contained in this application is true and correct, to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Occupation Tax Schedule**

Tax rate determined by number of employees for each business, trade, profession, or occupation is as follows.

The number of employees is based on the maximum number of employees at any given time over the past year. This included the owner(s) plus the individual working for a salary/wage whether full-time, part-time, or borrowed employee located in the City Limits of Ball Ground, Georgia.

### **PLEASE REMIT THE AMOUNT ACCORDING TO THE NUMBER OF EMPLOYEE**

| <b>Number of Employees</b>                                      | <b>Administrative Application Fee</b> | <b>Base Fee</b> | <b>Total if Approved</b> |
|-----------------------------------------------------------------|---------------------------------------|-----------------|--------------------------|
| 1                                                               | \$ 25.00                              | \$ 30.00        | \$ 55.00                 |
| 2                                                               | \$ 25.00                              | \$ 60.00        | \$ 85.00                 |
| 3                                                               | \$ 25.00                              | \$ 90.00        | \$ 115.00                |
| 4                                                               | \$ 25.00                              | \$ 115.00       | \$ 140.00                |
| 5                                                               | \$ 25.00                              | \$ 140.00       | \$ 165.00                |
| 6                                                               | \$ 25.00                              | \$ 165.00       | \$ 190.00                |
| 7                                                               | \$ 25.00                              | \$ 190.00       | \$ 215.00                |
| 8                                                               | \$ 25.00                              | \$ 215.00       | \$ 240.00                |
| 9                                                               | \$ 25.00                              | \$ 230.00       | \$ 255.00                |
| 10                                                              | \$ 25.00                              | \$ 245.00       | \$ 270.00                |
| 11                                                              | \$ 25.00                              | \$ 260.00       | \$ 285.00                |
| 12                                                              | \$ 25.00                              | \$ 275.00       | \$ 300.00                |
| 13                                                              | \$ 25.00                              | \$ 290.00       | \$ 315.00                |
| 14                                                              | \$ 25.00                              | \$ 305.00       | \$ 330.00                |
| 15                                                              | \$ 25.00                              | \$ 320.00       | \$ 345.00                |
| 16                                                              | \$ 25.00                              | \$ 335.00       | \$ 360.00                |
| 17                                                              | \$ 25.00                              | \$ 350.00       | \$ 375.00                |
| 18                                                              | \$ 25.00                              | \$ 365.00       | \$ 390.00                |
| 19                                                              | \$ 25.00                              | \$ 380.00       | \$ 405.00                |
| 20                                                              | \$ 25.00                              | \$ 395.00       | \$ 420.00                |
| 21                                                              | \$ 25.00                              | \$ 410.00       | \$ 435.00                |
| 22                                                              | \$ 25.00                              | \$ 425.00       | \$ 450.00                |
| 23                                                              | \$ 25.00                              | \$ 440.00       | \$ 465.00                |
| 24                                                              | \$ 25.00                              | \$ 455.00       | \$ 480.00                |
| 25                                                              | \$ 25.00                              | \$ 470.00       | \$ 495.00                |
| For each employee over 25, add another \$15 to the total amount |                                       |                 |                          |

*For any application submitted late, a 10% penalty to the base fee will be applied.*

## **Home Occupation/Home-based Business Rules**

**Ball Ground Code Section 106.3 governs home occupations within the city. Please review and sign below.**

*A. Intent and purpose.* Certain occupational uses termed "home occupations" are allowed in dwelling units on the basis that such uses are incidental to the use of the premises as a residence. They have special regulations that apply to ensure that home occupations will not be a detriment to the character and livability of the surrounding neighborhood. The regulations ensure that the accessory home occupation remains subordinate to the residential use and the residential viability of the dwelling is maintained. The regulations recognize that many types of jobs can be done in a home with little or no effect on the surrounding neighborhood and, as such, may be permitted provided such uses:

- 1) Are incidental to the use of the premises as a residence;
- 2) Are conducted within the bona fide residence of the principal practitioner;
- 3) Are compatible with residential uses;
- 4) Are limited in extent and do not detract from the residential character of the neighborhood.

*B. Definition of accessory home occupations.* Home occupations residents use their home as a place of work, home office or business mailing address. Employees or customers are prohibited from coming to the site. Examples include artists, crafts people, writers and consultants.

*C. General provisions and prohibited uses.* All home occupations shall meet the following:

- 1) A home occupation shall be incidental and accessory to the use of a dwelling as a residence. No more than 25% of the floor space of the dwelling unit (including attached garages) may be used for the occupation.
- 2) There shall be no exterior evidence of the home occupation or alteration of the residence and/or accessory buildings to accommodate the home occupation. Internal or external changes which will make the dwelling appear less residential in nature or function are prohibited. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or adding commercial-like exterior lighting. Any alteration or addition which expands the floor area of the principal structure dedicated to the home occupation use shall void the existing business license and require a new business license be obtained, subject to property compliance verification by the Administrator. There shall be no outside operations or exterior storage of inventory or materials to be used in conjunction with a home occupation.
- 3) Off-site employees of the resident shall not congregate on the premises for any purpose concerning the home occupation nor park their personal vehicles at the location.
- 4) No article, product or service used or sold in connection with such activity shall be other than those normally found on the premises.
- 5) No more than one vehicle associated with the home occupation may be parked at the site. Such vehicle is limited to 1½-ton carrying capacity and must be used exclusively by the resident and parked on a valid improved surface.

- 6) No use or activity may create noise, dust, glare, vibration, smoke, smell, electrical interference or any fire hazard.
- 7) All home occupations shall be subject to periodic inspections by the Administrator.
- 8) Any type of repair or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, marine engines, lawn mowers, chain saws and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts is prohibited.
- 9) Group instruction, assembly or activity shall be limited to five persons at one time (day care excluded).
- 10) Accessory home occupations may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.
- 11) The Administrator must approve all business licenses which shall be recertified annually.
- 12) No clients, non-resident employees or customers are allowed on the premises.
- 13) Pickups from and deliveries to the site in regard to the business shall be restricted to vehicles which have no more than two axles and shall be restricted to no more than two pickups or deliveries per day between the hours of 8 a.m. and 6 p.m.
- 14) No advertisement shall be placed in any media (including flyers soliciting business) containing the address of the property.
- 15) Family day care facilities must be certified by Georgia Department of Human Resources prior to the issuance of a business license and must accompany all applications for a Special Land Use Permit. The number of children allowed by this ordinance shall be calculated at one child per 250 gross square feet of the residence with a maximum of eight (excluding those of the proprietor).
- 16) Each home occupation is permitted signage according to the following criteria:
  - a) Sign shall be an attached wall sign limited to 6 square feet;
  - a) Signs may not be illuminated in any fashion;
  - b) All signs shall be permitted

**I have read the rules governing home occupations, understand these rules and agree to abide by these rules.**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_