NEW BUSINESS Application



City of Ball Ground

Occupation Tax Certificate

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 Occupational Tax Certificate application package. Please follow the directions and guidelines as specified below to ensure that your application is processed correctly. A Business License/Occupational Tax Certificate must be purchased before operating a business in the City of Ball Ground.

ALL new businesses must obtain their License within 30 days of the commencement of business

- 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. Provide proof that your business name is either registered with the Secretary of State or with Cherokee County as a Trade Name
 - B. Copy of state and/or federal license (if applicable) (required for professional licenses)
 - C. Completed and Notarized Private employer Affidavit
 (All businesses must complete form by choosing the option that applies to business)
 - D. Completed and Notarized Status of Citizenship Compliance Affidavit with a copy of the applicant's photo identification.
- 3. Acceptable forms of payment are cash, check, Visa, and MasterCard. Make checks payable to the City of Ball Ground.
- 4. Your business may need additional approvals, inspections and/or a Certificate of Occupancy if it is a new business location, a change of business use or if renovations have been made at the new business location. These approvals must be completed before your business license can be issued.

NEW BUSINESS APPLICATION - OCCUPATION TAX CERTIFICATE

EMERGENCY CONTACT NAME(S) EMERGE BUSINESS OWNER'S INFORMATION	If yes, please see regulations on page 6. S EMAIL ADDRESS NCY CONTACT PHONE NUMBER(S)
BUSINESS STREET ADDRESS BUSINESS MAILING ADDRESS (IF DIFFERENT FROM ABOVE) BUSINESS PHONE NUMBER EMERGENCY CONTACT NAME(S) BUSINESS OWNER'S INFORMATION	S EMAIL ADDRESS
BUSINESS STREET ADDRESS BUSINESS MAILING ADDRESS (IF DIFFERENT FROM ABOVE) BUSINESS PHONE NUMBER EMERGENCY CONTACT NAME(S) BUSINESS OWNER'S INFORMATION	S EMAIL ADDRESS
BUSINESS MAILING ADDRESS (IF DIFFERENT FROM ABOVE) BUSINESS PHONE NUMBER EMERGENCY CONTACT NAME(S) EMERGE BUSINESS OWNER'S INFORMATION	
(IF DIFFERENT FROM ABOVE) BUSINESS PHONE NUMBER EMERGENCY CONTACT NAME(S) BUSINESS OWNER'S INFORMATION	
BUSINESS PHONE NUMBER EMERGENCY CONTACT NAME(S) EMERGE BUSINESS OWNER'S INFORMATION	
EMERGENCY CONTACT NAME(S) EMERGE BUSINESS OWNER'S INFORMATION	
BUSINESS OWNER'S INFORMATION	NCY CONTACT PHONE NUMBER(S)
(1) 0	
(1) Owner Name	
(1) Owner Address	
(1) Owner Phone Number (1) Owne	r Email Address
(2) Owner Name	
(2) Owner Address	
(2) Owner Phone Number (2) Owne	r Email Address
Total Number of Employees	
(Includes Owner(s)	
E-Verify Number	
(If applies to business)	

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 <u>maximum</u> 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 EMPLOYEES

Number of Employees	Base	Admin	Total	Renewal Payment after Due Date	
1	30.00	25.00	55.00	60.50	
2	60.00	25.00	85.00	93.50	
3	90.00	25.00	115.00	126.50	
4	115.00	25.00	140.00	154.00	
5	140.00	25.00	165.00	181.50	
6	165.00	25.00	190.00	209.00	
7	190.00	25.00	215.00	236.50	
8	215.00	25.00	240.00	264.00	
9	230.00	25.00	255.00	280.50	
10	245.00	25.00	270.00	297.00	
11	260.00	25.00	285.00	313.50	
12	275.00	25.00	300.00	330.00 346.50	
13	290.00	25.00	315.00		
14	305.00	25.00	330.00	363.00	
15	320.00	25.00	345.00	379.50	
16	335.00	25.00	360.00	396.00	
17	350.00	25.00	375.00	412.50	
18	365.00	25.00	390.00	429.00	
19	380.00	25.00	405.00	445.00	
20	395.00	25.00	420.00	462.00	
21	410.00	25.00	435.00	478.50	
22	425.00	25.00	450.00	495.00	
23	440.00	25.00	465.00	511.50	
24	455.00	25.00	480.00	528.00	
25	470.00	25.00	495.00	544.50	
**For each employe	e over 25, add anoth	er \$15 to the total am	ount	•	

City of Ball Ground

(E-Verify) Private Employer Affidavit for Public Benefit Applicants Pursuant to O.C.G.A. § 36-60-6(d)

Public Benefit Applied For: Occupation Tax Certificate

The undersigned applicant as the duly authorized representative of the below-named private employer verifies <u>one</u> of the following with respect to my application for the public benefit indicated above mentioned:

Section 1: Applicant must select either "a" or "b" in Section 1.	 a) □ On January 1st of the employed more than to employed more than to b) □ On January 1st of the employed ten (10) or formula in the employed ten (10). 	en (10) employees. e below signed year		·
Section 2: Complete the fields in section 2 if you selected "a" under Section 1 above. Skip to next section if you selected "b". The Federal Work Authorization User ID # is a 4- to-7-digit number assigned by the E-Verify Program. It is not the same as FEIN, Federal	The employer has registe program in accordance with O.C.G.A. §36-60-6(a). The uwork authorization user ic listed below:	n the applicable prov ndersigned private e	visions and deadlines est employer also attests tha	tablished in at its federal
Employer ID Number, or tax ID. Include the date the number was assigned in the second field.	Federal Work Authorization User Identification #	Date of A	Authorization	
Section 3: Wait to complete this section when you are in front of a Notary Public. Please be sure to complete all fields in this section at that time.	In making the above repres knowingly and willfully mak representation in an affidat Georgia §16-10-20.	ces a false, fictitious,	or fraudulent statemen	t or
	Executed inCity	,	State .	
	Signature of Applicant	Date	Printed Name of Appli	cant
	Name of Business	Tit	le of Applicant	
Section 4: The Notary Public must witness your signature and	SUBSCRIBED AND SWORN BEFOR	RE ME THISDA	AY OF	, 20
complete this section.	Signature of Notary Public:		(SEAL)	
	My Commission Expires:			

SAVE Affidavit

Affidavit Verifying Status for City Public Benefit Applicants Pursuant to O.C.G.A. Section 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for an <u>Occupational Tax Certificate</u>, as referenced in O.C.G.A. § 50-36-1, administered by the Georgia Department of Community Affairs, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

Section 1: Applicants must select 1 of these 3 options.	 I am a United Stat (Must provide a copy of eith I am a legal permal (Must provide a copy of you I am a qualified alie with an alien number immigration agency. *document. *) 	ner current State Driver nent resident of the ur Permanent Resident o en or non-immigra issued by the Depa	e United States Card or another ap nt under the Fe artment of Hon	s. ** proved document. ederal Immigrat neland Security	*) ion and Nationa or other federa	ility Act
Applicants who select 2 or 3 above must complete the 'alien number' question.	*See link for acceptable for a see link for a see l					gration
Section 2: All applicants <u>must</u> <u>describe</u> the secure and verifiable document in this field and provide a <u>front</u> <u>and back copy</u> of that document with this affidavit.	The undersigned applicant at least one secure and vaffidavit. The secure and verifiable of the secure	erifiable document document provided resentation under itious, or frauduler	t, as required with this affid oath, under	by O.C.G.A. Sec avit can best be stand that any r representation	e classified as: y person who ken in an affidavit)(1), with this nowingly and shall be guilty
Section 3:	Executed in	,				
Wait to complete this section when you are in front of a	City	1	Staf	te		
Notary Public. Please be sure to complete all fields in	Signature of Applicant	Date		Printed Name	of Applicant	_
this section at that time.	Name of Business			Title of Applica	ant	_
Section 4:	SUBSCRIBED AND SWORN BE	FORE ME THIS	DAY OF		, 20	
The Notary Public must witness your signature and	Signature of Notary Public:			(SEAL)		
complete this section.	My Commission Expires:					

City of Ball Ground

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.
- General provisions and prohibited uses. All home occupations shall meet the following:
 - 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.
 - 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.
 - 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.
 - No use or activity may create noise, dust, glare, vibration, smoke, smell, electrical interference or any fire hazard.
 - 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).
 - 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:
 - Sign shall be an attached wall sign limited to 6 square feet;
 - Signs may not be illuminated in any fashion;
 - c) 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: