



CITY OF AUSTELL

5000 Austell-Powder Springs Road • Suite 141 • Austell, Georgia 30106
Office: (770) 944-4309

APPLICATION FOR BUSINESS LICENSE

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BEFORE CONSIDERATION CAN BE MADE. IF A PARTICULAR ITEM DOES NOT APPLY TO YOU, PLEASE MARK 'YES', 'NO', OR WRITE 'NOT APPLICABLE'.

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

Name of Business: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

Business Address: \_\_\_\_\_
STREET CITY STATE ZIP CODE

Mailing Address: \_\_\_\_\_
STREET CITY STATE ZIP CODE

Email Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_ Total Employees: \_\_\_\_\_

- checkbox New Business Beginning Date of Business in City of Austell: \_\_\_\_\_
checkbox Address Change Previous Address: \_\_\_\_\_
checkbox Name Change Previous Name: \_\_\_\_\_
checkbox Existing Business Purchased Date of Purchase: \_\_\_\_\_ Type of Ownership: \_\_\_\_\_
Sole Proprietor, Partnership, Corporation

Name of Corporation: \_\_\_\_\_

Has applicant ever had a license revoked or suspended? checkbox No checkbox Yes (If yes, please explain):

Is off street parking provided? checkbox Yes checkbox No (If no, Front Desk Staff should explain the Parking Ordinance.)

Will alcoholic beverages be sold? checkbox Yes checkbox No

Will there be outside storage? checkbox Yes checkbox No

Will there be a sign on the outside of the business? checkbox Yes checkbox No (If yes, then a sign permit will be required.)

How will garbage service be provided? \_\_\_\_\_

PERSONAL INFORMATION

Home Telephone: ( ) \_\_\_\_\_

- checkbox Owner checkbox Partner checkbox President checkbox Sole Proprietor

NAME STREET CITY STATE ZIP CODE COUNTY

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
(ATTACH COPY)

Please provide a detailed description of the business. List products that will be sold or services to be provided: \_\_\_\_\_

Multiple horizontal lines for providing a detailed description of the business.

FOR ISSUANCE OF A BUSINESS LICENSE FOR IN-HOME BUSINESSES THROUGH THE CITY OF AUSTELL, THE FOLLOWING MUST BE ADHERED TO: (1) NO OUTSIDE STORAGE OF MATERIALS OR EQUIPMENT; NO OUTSIDE SIGNAGE; AND (3) NO MORE THAN ONE VEHICLE WITH SIGNAGE PARKED AT THE PREMISES.

Are liquid wastes in excess of five thousand (5,000) gallons per day discharged by the sewer?  Yes  No

Does this business handle any toxic or hazardous wastes?  Yes  No

Does this business require a health license?  Yes  No

Is this business going to be in the home?  Yes  No (If yes, initial in the space provided that you have received a copy of the Home Occupation Ordinance 9.1.2. \_\_\_\_\_) (City Staff initials: \_\_\_\_\_)

I AFFIRM THAT THE FACTS STATED BY ME ARE TRUE. I UNDERSTAND ANY MISREPRESENTATION OR ANY FRADULENT STATEMENTS, IS GROUNDS FOR AUTOMATIC DISMISSAL OF THIS APPLICATION AND REVOCATION OF LICENSE.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EVIDENCE OF QUALIFICATION REQUIRED IF APPLICABLE. Any business required to obtain health permits, bonds, certifications of qualifications, certificates or competency, or any other regulatory matter shall first, before the issuance of a City of Austell business registration, show evidence that such requirements have been met.

EACH LINE OF BUSINESS TO BE IDENTIFIED IF APPLICABLE. The business registration of each business operated in the City of Austell shall identify the dominant line that the business conducts.

Notice: Any payment submitted with this application will be deposited by the City of Austell. However, the depositing of such payment and the submittal of an application does not entitle the applicant to engage in the business applied for. Every application must follow the established review process prior to a final determination on whether to grant or deny the application. Only the final and complete issuance of the business license and/or occupational tax certificate constitutes authority to transact such business.

**FOR OFFICIAL USE ONLY**

**PLEASE DO NOT WRITE BELOW THIS SPACE.**

Zoning Code: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Building Permit: \_\_\_\_\_

SIC Code: \_\_\_\_\_

Sign Permit: \_\_\_\_\_

Category: \_\_\_\_\_

Other: \_\_\_\_\_

Account Number: \_\_\_\_\_

Approved  Denied

Regulatory Fee: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Occupational Tax: \$ \_\_\_\_\_

Approval By: \_\_\_\_\_

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

**CUSTOMARY HOME OCCUPATION ORDINANCE**  
***(For In-Home Businesses Only)***

**9.1.2 Customary Home Occupation (RR, R-80, R-40, R-30, R-20, R15, MHP, RD, RM, FST) only as permitted by the City of Austell.**

- (a) There shall be no exterior evidence of the home occupation, including any type of identifying signs.
- (b) No mechanical equipment shall be used for such occupation except such equipment as is customary for purely household and hobby purposes.
- (c) Such use shall be conducted entirely within the dwelling unit and only persons living in the dwelling unit shall be employed in such occupation.
- (d) No more than twenty-five (25) percent of the dwelling unit may be used for the operation.
- (e) Group instruction, assembly, or activity shall be limited to five (5) persons.
- (f) No goods shall be sold on the premises, and no more than \$500.00 worth of inventory shall be stored on the premises.
- (g) No materials, equipment, or business vehicles may be stored or parked on the premises except that one (1) business vehicle (the carrying capacity of which shall not exceed one and one-half (1 1/2) tons) used exclusively by the resident may be parked in a carport, garage, or rear or side yard. The off-site employees of the residence shall not congregate on the premises for any purpose concerning the home occupation.
- (h) There shall be no deliveries of supplies for use in the home occupation or pickups of the items by the occupant by commercial carriers.
- (i) No business that would provide a personal service to individuals or groups such as hair braiding, tattooing, body piercing, nail, hair, makeup service, or massage therapy, etc.

**9.1.3 Off-Premises Signs (General Advertising). (GC, LI, HI)**

All general advertising signs must be erected and installed in compliance with the provisions established in Section 19.8.5 of the Zoning ordinance.

**9.2. Agriculture and Forestry**

**9.2.1 Agricultural produce stands. (RR)**

- (a) Such use shall comply with front yard setback established for the district in which it is located.
- (b) There shall be a minimum of four (4) off-street parking spaces.

**9.2.2 Commercial greenhouses or plant nursery. (RR, GC, LI, HI)**

Any structure shall be set back at least one hundred (100) feet from any residential property line.