



**CITY OF SUGAR HILL**  
5039 West Broad Street  
Sugar Hill, GA 30518  
770-945-6716  
Fax 770-945-0281

<b>For Office Use Only</b>	
CERTIFICATE #:	_____
FEE:	_____
DATE:	_____

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

**Business Address:** \_\_\_\_\_

**Mailing Address (If different):** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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

**Owner's Name and HOME Address:** \_\_\_\_\_

**(If more than one owner, include information, signature and picture ID's of all owners)**

**Home Telephone Number and/or Cell Phone Number:** \_\_\_\_\_

**Federal Tax Identification Number or Social Security Number** \_\_\_\_\_

**Type of Ownership:** \_\_\_\_\_ **Sole Proprietor** \_\_\_\_\_ **Partnership** \_\_\_\_\_ **Corporation**

**If incorporated include state and date of incorporation:** \_\_\_\_\_

**Nature or Type of Business:** \_\_\_\_\_

**Estimated Gross Receipts from now until December 31: \$** \_\_\_\_\_

**Number of State Licensed Professionals:** \_\_\_\_\_

**If Mobile Home Lot Give Number of Lots (\$12 per lot):** \_\_\_\_\_

**I hereby certify that the above information is true and correct and contains no false or fraudulent information:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**OFFICE USE ONLY**

**This Business License is issued pending verification by the Planning and Development Department of the City of Sugar Hill and said activity is in compliance with the Zoning Ordinances of the City.**

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

**ALL UNSIGNED OR INCOMPLETE APPLICATIONS WILL BE REJECTED**



***WELCOME BUSINESS OWNER  
Occupational Tax Certificate Checklist***

- Complete the attached Occupational Tax Application.
- Contact or visit the Department of Planning & Development for the following:
  - Confirmation that the business location is within the Sugar Hill City limits and that the intended use is permitted under the designated zoning classification.
  - Determine if a City building compliance inspection is required. If yes, please complete a building permit application.
  - Except for home occupation applications, a certificate of occupancy (C.O.) issued in your business's name from the Gwinnett County Fire Marshal's office is required. *(See attached form for guidance on obtaining this documentation from the fire marshal.)*
- If applying for a Home Occupation, obtain a copy of the Customary Home Occupation Checklist from the Department of Planning & Development; read, sign, and attach it with the Occupational Tax Application.
- Food service establishments need approval from the Gwinnett County Health Department. Their telephone number is 770-963-5132.

The Business License Office is located at City Hall, 5039 W. Broad Street, Sugar Hill, Georgia, 30518. Telephone #: 770-945-6716.

The Department of Planning and Development is located at City Hall, 5039 W. Broad Street, Sugar Hill, Georgia, 30518. Telephone #: 770-945-6734.



City of Sugar Hill  
Customary Home Occupation Application



*A Customary Home Occupation is an occupation customarily carried on within a dwelling unit for gain or support involving the sale of only those articles, products or services produced on the premise, conducted entirely within the dwelling by members of the immediate family residing in the dwelling unit with equipment customarily used for household purposes and involving no display of articles or products and no outdoor advertising.*

A customary home occupation specifically **does not** include the following:

- |  |                                   |
|--|-----------------------------------|
| a) Florist or flower shop                            | e) Convalescent and nursing homes |
| b) Tearooms and restaurants                          | f) Kennels and animal hospitals   |
| c) Tourist homes, boarding houses, or rooming houses | g) Clinics and hospitals          |
| d) Fish hatcheries, worm farms, or bait houses       | h) Retail Sales                   |
|  | i) Firewood sales.                |

Please provide a detailed description of the proposed business, services or products offered and method of delivery and what activities will take place at the residence:

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In addition to the limitations imposed on "Customary Home Occupation" under "Article 3, Definitions", the following requirements from **Section 607. Requirements for Customary Home Occupations** shall be met:

1. The home occupation shall be carried on only by a member or members of the family residing in the residence.
2. To the extent that there is any sale of any item or service related to the home occupation, no sale of that item or service may occur on or adjacent to the premises unless this use has been granted a Special Use Permit by the City Council after receiving recommendations from Planning Commission and following a public hearing.
3. The home occupation shall not involve group instruction or group assembly of people on the premises.
4. There shall be no exterior evidence of the conduct of a home occupation and shall be conducted only within the enclosed living area of the home (including basement, if any). There shall be no display or storage of products, materials, or machinery where they may be visible from the exterior of the residence.
5. The conduct of the home occupation shall neither increase the normal flow of traffic nor shall it increase either on-street or off-street parking.
6. No equipment may be utilized or stored in the conduct of the home occupation except that which is normally used for purely domestic or household purposes. Said items may only be those produced on the premises or incidental supplies necessary for and consumed in the conduct of the home occupation. Samples, however, may be kept on the premises but neither sold nor distributed from the residence.
7. There shall be no signs advertising the home occupation.
8. No more than 25 percent of the dwelling unit may be used for conducting the home occupation.

- 9. One business vehicle used exclusively by the resident is permissible. This vehicle must be parked in a carport, garage, side yard, or rear yard. This vehicle shall be no larger in size than a pick-up truck, panel truck, or van, nor have a carrying capacity of more than one and one-half tons.
- 10. The home occupation shall not create disturbing or offensive noise, vibration, smoke, dust, odor, radio, or television interference, voltage fluctuations or unhealthy or unsightly conditions; (Whether the disturbance is sufficient to invoke the prohibition of this section shall be determined by comparing the occupation caused disturbance to noises, smoke, odors, etc., that are commonly found in a residential neighborhood, such as children playing, yard maintenance, tools, etc.)
- 11. Accessory home occupation may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations;
- 12. All home occupations shall be subject to the periodic inspections by the Department of Planning and Development or its designee;
- 13. The Department of Planning and Development must approve all businesses/occupational/home occupational licenses which shall be recertified annually;
- 14. Deliveries to the home occupation shall be made by passenger vehicles, mail carriers, or step vans (UPS, Federal Express, etc.) and must not restrict traffic circulations;
- 15. Deliveries to the home occupation through tractor-trailers or vehicles with over six wheels shall be prohibited;

*By my signature below, I hereby certify that I reside at the following address; I am the owner or have the owner's permission to operate the home occupation from the premises; if applicable, I have obtained Home Owners Association (HOA) approval and that I have read and understand the above information as well as Section 607 of the Zoning Ordinance. I further acknowledge that misrepresentation on this application or failure to follow the regulations which results in violation of City ordinance(s) could result in revocation of the home occupation permit and / or citation with potential monetary penalties.*

\_\_\_\_\_  
Signature of Applicant                                      Date                                      Printed Name

Address:

\_\_\_\_\_

\*\*\*\*\*

Property is located within the City limits.                                       Zoning \_\_\_\_\_

**Approved / Denied**

\_\_\_\_\_  
Zoning Administrator                                      Title                                      Date

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

\_\_\_\_\_

\_\_\_\_\_



**Private Employer Exemption Affidavit Pursuant to O.C.G.A. § 36-60-6(d)**

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation **employs fewer than ten employees** and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90. For further information or to obtain an E-Verify Identification Number please reference the E-Verify home page on the U.S. Citizenship and Immigration Services website at <http://www.uscis.gov>.

\_\_\_\_\_  
Signature of Exempt Private Employer

\_\_\_\_\_  
Printed Name of Exempt Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_ in \_\_\_\_\_ (City) \_\_\_\_\_ (State).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

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

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_



**E-Verify and Private Employer Affidavit  
O.C.G.A § 36-60-6(d)**

The E-Verify Private Employer Affidavit must be collected when applying for an Occupational Tax Certificate and Alcohol License. The City of Sugar Hill will not issue the license if this affidavit is not filled out correctly. This affidavit needs to have a signature of an authorized agent for the business and a notary signature and stamp. For further information or to obtain an E-Verify Identification Number please reference the E-Verify home page on the U.S. Citizenship and Immigration Services website at: [www.uscis.gov/everify](http://www.uscis.gov/everify).

By executing this affidavit, as an applicant for a \_\_\_\_\_ (Occupational Tax Certificate or Alcohol License O.C.G.A. § 36-60-6), from the City of Sugar Hill, the undersigned applicant representing the private employer known as \_\_\_\_\_ (Printed Name of Private Employer) verifies one of the following with respect to my application for the above mentioned business document.

1. **Choose ONE of the following:**

A: \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm or corporation employed **less than ten (10) employees.**

B: \_\_\_\_\_ On January 1<sup>st</sup> of the below signed year the individual, firm or corporation employed **more than ten (10) employees.** **If the employer selected (B) please fill out section 2 below.**

2. The employer has registered with and utilizes the federal work authorization program, E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as listed below:

\_\_\_\_\_ Federal Work Authorization, E-verify ID #

\_\_\_\_\_ Date of Authorization

**THIS FORM MUST BE SIGNED AND NOTARIZED**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement of representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties allowed by such statute.

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

\_\_\_\_\_  
Date

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

Executed in \_\_\_\_\_ (City), \_\_\_\_\_ (State)

\_\_\_\_\_  
NOTARY PUBLIC Signature

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Seal



**S.A.V.E. AFFIDAVIT U.S. Citizen / Qualified Alien Affidavit  
O.C.G.A § 50-36-1(e) (2)**

By executing this affidavit under oath, as an applicant for a City of Sugar Hill, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. § 50-36-1, from City of Sugar Hill, the undersigned applicant verifies one of the following with respect to my application for a public benefit.

**Choose ONE of the following:**

1. \_\_\_\_\_ I am a United States Citizen. Please submit a copy of your current Driver's License, US Passport, Military ID or other secure and verifiable document. ( A complete list of secure and verifiable documents can be found on the City of Sugar Hill's website under the Business page or on the Georgia Attorney General's website (O.C.G.A. § 50-36-2).
2. \_\_\_\_\_ I am a legal permanent resident of the United States. Please submit a **front and back** copy of your Permanent Resident Card.
3. \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_

Please submit a **front and back copy of one of the following documents:**

- a. Valid Foreign Passport with I-94
- b. Temporary Resident Alien Card I-688
- c. Employment Authorization Card I-766 or I-688B
- d. Employment Authorization Document I-688B
- e. Refugee Travel Document I-571

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit.

**THIS FORM MUST BE SIGNED AND NOTARIZED**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement of representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties allowed by such statute.

Signature of Applicant	Printed Name of Applicant	Date
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SUBSCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

Executed in \_\_\_\_\_ (City), \_\_\_\_\_ (State)

\_\_\_\_\_  
NOTARY PUBLIC Signature

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Seal