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# HOME OCCUPATION CERTIFICATE

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## Application, instructions and information

PZ-HO-090423

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Troup County  
Planning & Zoning Office

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*PLEASE READ BEFORE APPLYING*  
***Incomplete Applications Will Not Be Reviewed***

*First, check to see if your home (or the subject property) is subject to subdivision or property covenants. Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat or as an addendum to a subdivision plat. Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat. Please refer to Georgia Law OCGA 44-5-60 for additional information regarding covenant renewal and time limitations on covenants.*

*Since they are private agreements or contracts and the county is not a party to the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer will need to be contacted to assist with the filing. If your Home Occupation violates your property covenants, you might become the focus of a civil action. A Home Occupation Certificate or Business License is not authorization to violate covenant and will not protect you in a lawsuit or civil action brought by your Home Owners Association, land lord or property manager.*

*For information about obtaining a copy of subdivision covenants, please contact your Home Owners' Association or the Deeds & Record's office of the Clerk of Superior Court at Suite 1602 in the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.*

Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management and staff have worked and listened to residents who have said there should be a balance between the areas agricultural and rural past along with opportunities for growth and success.

Many successful businesses such as Microsoft and Apple began in homes. The Home Occupation Certificate offers the ability to operate startup and even established business from residential properties while still protecting neighbors' investments in homes and the neighborhood's residential character. Permitted and restricted occupations and business operations are created for various zoning districts to help balance these interests. Some business operation activities aren't suited for residential areas. These business types should locate a commercial location, consider rezoning or special use permits where appropriate. Too, the business may outgrow the provisions of the Home Occupation Certificate. Business owners and operators should plan for growth and a future in a more appropriately suited commercial area when the time comes.

### **Instructions**

- ✓ Please read the full application carefully.
- ✓ Provide all requested information. If something doesn't apply, write N/A (not applicable).
- ✓ This application is for a Home Occupation Certificate. The Certificate allows the applicant to apply for a Troup County Business License from the Building & Inspections Office. The Certificate does not ensure a license will be issued.
- ✓ We will complete the administrative review as timely as possible. Please allow a minimum of 72 hours. If it is determined that a Board of Commissioners (BOC) review is necessary, the application is considered complete upon payment of the additional BOC review fee.
  - *Applicant* – this is the person completing the application. The applicant should be the proposed business operator. Provide the mailing address and phone number.
  - *Business name* – the legal name of the business.
  - *Business description* – check the business type, sole proprietor if you own the business yourself, partnership if you have a partner. If it's a corporation, provide the type (Inc, LLC, LLP, etc)
  - *Employees* – the number of employees living in the residence, and the number living off-site who come the residence to work.
- Subject property information
- *Assessor parcel number (APN)* – available from your deed, property tax bill, online trouppcountyga.org or at the Property Appraisal Office, Suite 2100, 2<sup>nd</sup> floor Government Services Center.
- *Street Address and Zip Code* – the physical site address for which the Home Occupation Certificate will be issued.
- *Acres* – the lot size of the subject property. The individual lot that the APN identifies will be considered. Adjacent properties cannot be combined to achieve a total number of acres. The Property Record Card (PRC) is considered the official record.
- *Property Owners Name and Mailing Address* – provide information for the property owner. If the applicant is the property owner, you may provide an alternate mailing address in this space. The PRC is the official record to determine the owner of record. The owner must sign the application.
- *Zoning District* – the zone according to the Troup County Official Zoning Map at the time of the application.
- *Present use* – list all present uses, include its residential use and any other previously approved special or conditional uses.
- *Do you reside in the home* – Do or will you live in the residence of the subject property? You may be asked to provide evidence of occupancy.
- *Zoning and use of adjacent properties* – for every property that borders the subject property, list the zoning (SFMD, AGR, GC, etc) and the present use (residential, commercial, undeveloped, school, church, etc).
- *Accessory buildings* – list all accessory buildings to be used in conjunction with the Home Occupation, and its total square feet.
- *Business Vehicles* – list each vehicle and its weight according to the Georgia Department of Driver Services.
- *Required Licenses* – does the occupation require and state or federal licenses to operate? (See list of State Professional Licensure Boards).
- *Sales* – does the occupation involve sales? If so, do you have a current Georgia Sales Tax Certificate? See the section resources for small businesses on Page 4.
- *Businesses operated at location* – Provide the number of any other businesses operated at the proposed address. (Will be verified by Business License office).
- *Name and Signature* – your printed name and signature indicate that you've read the Home Occupation materials and understand the restrictions and conditions. If not property owner, have owner sign on Property Owners Name.
- *Additional Information* – use the top block space on the following page to provide additional information that might not fit in the provided spaces on the main application form.



Troup County, Georgia

# Home Occupation Certificate Application

100 Ridley Ave, Lagrange 30240 | FAX: 706-883-1653 | EMAIL: sturk@troupc.org

CASE #	FEE PAID \$	Application Date	RECEIPT # / BY
HO-	<input type="checkbox"/> Review: \$100.00		# /
	<input type="checkbox"/> BOC: \$300.00		# /

***Please read the following and attached materials before applying.***

**DISCLAIMER:** A Home Occupation Certificate or associated Business License does not usurp applicable covenants, lease agreements, local, state or federal laws or regulations associated with the occupation. **Before you apply**, please read the list of all pre-approved and Prohibited Home Occupations on the reverse side, as well as the regulations for each zoning district where the business is to be located. Home Occupation Certificates are valid only for the approved location and are not transferable to other locations. Information provided must be confirmed by current Property Records maintained by the Troup County Property Appraisal Office.

**Incomplete applications will not be reviewed. Enter N/A if not applicable. Fees are non-refundable.**

Applicant's Name	Mailing Address	City   St   Zip	Phone

Business Name	Description: <input type="checkbox"/> Sole <input type="checkbox"/> Partnership <input type="checkbox"/> Incorporated: _____	Employees
		# living in home: # living off site:

SUBJECT PROPERTY INFORMATION			
Assessor Parcel Number	Street Address	Zip	# of ACRES
- - -			

Total Square Fee	SqFt for HO	IF RENTED, PROVIDE OWNER'S NAME MAILING ADDRESS BELOW (Owner must sign or authorize property use for business)

Property Owner's Name	Mailing Address	City   St   Zip	Phone

Zoning District	Present Use	Have you checked for covenants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you reside in the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Zoning & Use of Adjacent Properties			
NORTH	SOUTH	EAST	WEST

Accessory buildings to be used, if any and sqft:	Business Vehicles	
	Vehicle: _____	Weight: _____
	Vehicle: _____	Weight: _____

List any Required Licenses	Are sales involved?	GA Sales Tax Certificate?	Any other Businesses Operated at address?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many? _____
Do you presently hold required licenses? <input type="checkbox"/> Yes <input type="checkbox"/> No			

By signing this application, you affirm that the information provided is factual to the best of your knowledge.	Print Name	Signature

**Office Use Only Below**

REVIEW	<input type="checkbox"/> Administrative Requires BOC: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> APPROVE <input type="checkbox"/> DENY	Administrator / Date	Type: <input type="checkbox"/> Res   <input type="checkbox"/> Rur   <input type="checkbox"/> Farm
Existing Business License Verification <input type="checkbox"/> Licenses at address _____	BOZA/PC	Date:	Recommendation <input type="checkbox"/> APPROVE   <input type="checkbox"/> DENY	Vote: /
BOC	Date:	<input type="checkbox"/> APPROVE   <input type="checkbox"/> DENY		Vote: /
CHAIRMAN	Name	Signature		Date
Business License Yr/#:	Sign Application: <input type="checkbox"/> Yes <input type="checkbox"/> No Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> 1 <sup>st</sup> of _____ <input type="checkbox"/> 2 <sup>nd</sup> of _____

Troup County, Georgia Home Occupation Certificate Application  
*Additional Conditions, Comments and Information*

Additional Applicant, Business and Subject Property Information
Office Use Only - Review Comments
Office Use Only - Conditions & Restrictions to Approved Home Occupation Certificate

RESOURCES FOR SMALL BUSINESSES

Georgia Small Business Resources – Georgia offers a wide range of helpful resources to help your small business develop and grow. From state programs to professional services, we’re here to make sure your business endeavor is a successful one. This resource offers information regarding regulatory issues like licensing, tax information, agriculture, consulting and incubator information, exporting, Federal resources, funding, etc.

<http://www.georgia.org/Business/SmallBusiness/>

Georgia Department of Revenue sales tax forms - [https://etax.dor.ga.gov/salestax/st3forms/st3\\_indx.aspx](https://etax.dor.ga.gov/salestax/st3forms/st3_indx.aspx)

Lagrange-Troup Chamber of Commerce –

LaGrange-Troup County Chamber of Commerce  
111 Bull Street  
LaGrange, GA 30241  
706-884-8671 Fax: 706-882-8012  
[www.lagrangechamber.com/](http://www.lagrangechamber.com/)

University of Georgia Small Business Development Center (SBDC) –

Cunningham Center at Columbus State University  
3100 Gention Blvd., Suite 119  
Columbus, Georgia 31907  
Phone: 706-569-2651 Fax: 706-569-2657  
[www.sbdc.uga.edu](http://www.sbdc.uga.edu) <http://cclld.colstate.edu/>

<b>Troup County Home Occupation Restrictions</b>	
See the Troup County Zoning Ordinance for complete information.	
<ul style="list-style-type: none"> <li>✓ Applications Home Occupations Certificates are only taken for residential parcels with an existing residential unit.</li> <li>✓ No Storage shall be visible from the street and no out of doors storage.</li> <li>✓ No storage of hazardous materials.</li> <li>✓ No separate or additional addresses shall be assigned for a Home Occupation.</li> <li>✓ Home Occupation Certificates are valid for the specific approved location and shall not be transferrable to other locations. Each new location requires an application and review.</li> <li>✓ No Home Occupations within the Commercial Recreational Vehicle Park (CRVP) district.</li> </ul>	
<b>Residential Home Occupations</b>	
(Zoning districts SFMD, LR, PUD, MFR, MHP, USD and when less than 2 acres)	
<p><u>Permitted:</u></p> <ul style="list-style-type: none"> <li>• Architectural services</li> <li>• Art Studio (where no models are needed)</li> <li>• Consulting services</li> <li>• Direct sale product distribution (Amway, Avon, Mary Kay, Tupperware etc.) provided there is no production on premises.</li> <li>• Drafting and graphic services</li> <li>• Dressmaking, sewing, tailoring, contract sewing (1 machine)</li> <li>• Engineering office</li> <li>• Home office</li> <li>• Interior design office</li> <li>• Real estate appraiser office</li> <li>• Writing, resume services, computer programming</li> <li>• Any business conducted solely on the Internet</li> <li>• Photography Studio (no more than one client at a time)</li> </ul> <p><b>Others may be approved by the Board of Commissioners</b></p>	<p><u>Prohibited:</u></p> <ul style="list-style-type: none"> <li>• Ambulance service</li> <li>• Restaurants, food preparation (catering)</li> <li>• Veterinary services (including care, grooming and boarding).</li> <li>• Automotive repair, parts sales, upholstery, or detailing, washing services</li> </ul> <ul style="list-style-type: none"> <li>✓ No signs</li> <li>✓ Must be inside home (<b>no garage, accessory buildings</b>)</li> <li>✓ <b>No non-resident</b> employees</li> <li>✓ 10,000 pound vehicle weight limit</li> </ul>
<b>Rural Home Occupations</b>	
(Zoning districts AG, AGR, LRR, RR, when less than 2 acres, use Residential Home Occupation list above)	
<p><u>Permitted:</u></p> <ul style="list-style-type: none"> <li>• Permitted Residential Home Occupations; and,</li> <li>• Appliance repair (as long as an accessory building is capable of storage of all equipment and appliances)</li> <li>• Barber shops/Beauty shops (limited to two stations);</li> <li>• Cabinet making;</li> <li>• Ceramics;</li> <li>• Contracting, masonry, plumbing or painting, electrical, general;</li> <li>• Upholstery</li> <li>• Photography Studio</li> </ul> <p><b>Others may be approved by the Board of Commissioners</b></p>	<ul style="list-style-type: none"> <li>✓ Signs (restrictions)</li> <li>✓ May use up to 1,000 sq ft accessory building</li> <li>✓ Up to 2 non-resident employees</li> <li>✓ No outdoor storage of materials</li> <li>✓ Larger vehicles allowed</li> <li>✓ No additional driveways</li> </ul>
<b>Farm Based Occupations</b>	
(AG zoning district only. When less than 5 acres, use appropriate list above)	
<b>Approved only by Board of Commissioners.</b>	
<p>Potential Farm Based Home Occupations:</p> <ul style="list-style-type: none"> <li>• Farm equipment sales and service</li> <li>• Greenhouse or nursery sales</li> <li>• Pet and dog grooming</li> <li>• Produce stand for products grown on site</li> </ul>	<ul style="list-style-type: none"> <li>✓ 5-acre minimum</li> <li>✓ No more than 1,500 square feet of gross floor area in any one building shall be occupied by the farm-based business. This does not include barns.</li> <li>✓ No more than one acre shall be devoted to the farm-based business including the structure, parking, storage, and driveway (if separate from the primary residence driveway).</li> <li>• 1 sign no larger than 16 square feet.</li> </ul> <p><b>See section 5.7 of the Troup County Zoning Ordinance for complete requirements and limitation.</b></p>

## Georgia Professional Licensing Boards and Contact Info

**Secretary of State  
Professional Licensing Boards Division  
237 Coliseum Drive  
Macon, Georgia 31217-3858**

*The Professional Licensing Boards of Georgia are committed to protecting the health safety and welfare of the citizens through appropriate regulation of professions and businesses. If you have any questions comments. Contact the appropriate office for information regarding professional licensure. Visit <http://sos.georgia.gov/> for more information.*

Board	Phone	Fax
Accountancy	478-207-2440	866-888-9718
Architect and Interior Design	478-207-2440	478-314-5805
Athlete Agents	478-207-2440	866-888-8026
Athletic (Personal) Trainers	478-207-2440	866-888-1308
Auctioneer	478-207-2440	866-888-8026
Barbers	478-207-2440	866-888-1176
Chiropractic	478-207-2440	866-888-1308
Construction Industry	478-207-2440	866-888-9718
Cosmetology	478-207-2440	866-888-1176
Dentistry	478-207-2440	866-888-1308
Dietitians	478-207-2440	877-371-5712
Dispensing Opticians	478-207-2440	866-888-7127
Foresters	478-207-2440	478-314-5805
Funeral Service	478-207-2440	866-888-8026
Geologists	478-207-2440	866-888-9718
Hearing Aid Dealers and Dispensers	478-207-2440	866-888-7127
Landscape Architects	478-207-2440	478-314-5805
Librarians	478-207-2440	866-888-1176
Massage Therapists	478-207-2440	866-888-7127
Nursing Home Administrators	478-207-2440	866-888-7127
Occupational Therapy	478-207-2440	866-888-7127
Optometry	478-207-2440	866-888-1308
Pharmacy	478-207-2440	866-888-1308
Physical Therapy	478-207-2440	866-888-1308
Podiatry	478-207-2440	866-888-7127
Practical Nurses	478-207-2440	877-371-5712
Private Detective and Security Agencies	478-207-2440	866-888-8026
Professional Counselors, Social Workers, Marriage and Family Therapists	478-207-2440	866-888-7127
Professional Engineers and Land Surveyors	478-207-2440	866-888-9718
Psychologists	478-207-2440	866-888-7127
Registered Nurses	478-207-2440	877-371-5712
Residential and General Contractors	478-207-2440	478-314-5805
Speech-Language Pathology and Audiology	478-207-2440	866-888-1308
Used Motor Vehicle Dealers and Parts Dealers	478-207-2440	866-888-8026
Veterinary Medicine	478-207-2440	866-888-1308
Water/Waste Water Treatment Plant Operators and Laboratory Analysts	478-207-2440	866-888-8026
Investigations Section	478-207-1365	478-314-9091