

**COOK COUNTY, GEORGIA
OCCUPATION LICENSE APPLICATION**

Please check one:

_____ New Business start date: _____

_____ Renewal

Business Name:

Address: _____

Mailing Address (if different) _____

City/County/Zip Code: _____

Business Telephone: _____

Alternate/Mobile Number: _____

_____ Sole Ownership

Name / Address of Owner:

Or:

Partnership_____ Corporation _____ (check one)

Names of Partnership or Corporation: _____

Name / Address / Title of Owner(s):

Type of Business: check one

_____ General

_____ Professional (Attach copy of professional license)

_____ Manufacturing

_____ Food Service # of seats _____

_____ Home Based

****Explain type of service: _____

Number of Employees: _____

I, _____, have this date received a copy of the Home Based Business operational guidelines.

Signature _____

Certification – The Information herein is required by the Cook County Zoning Ordinance.

I (Name) _____ being the (title) _____ of the business firm named, do hereby certify that the information given as the basis for the issuance of a occupational license in Cook County is true and correct.

_____ Business Owner or Designee

Signature

DATE: _____

OFFICIAL USE OF THE BUILDING/ZONING DEPARTMENT ONLY:

Zoning Classification of Business Location: _____

Occupational License approved by: Building/Zoning Department;

Signature _____ Date _____

**AFFIDAVIT VERIFYING STATUS
for COUNTY PUBLIC BENEFIT APPLICATION**

By executing this affidavit under oath, as an applicant for a Cook County, Georgia Business Occupation License or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a Cook County Business Occupation License for _____
(Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity)

- 1) _____ I am a United States Citizen
- or
- 2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Print Name

Date

Signature

**

Alien Registration Number for Non-Citizens

Subscribed and Sworn Before me on this
____ day of _____, 20 ____.

Notary Public

My Commission Expires: _____

****Note:** O.C.G.A. 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

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 ten (10) or fewer employees and 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. § 36-60-6.

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 _____, _____, 201__ 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 _____, 201__.

NOTARY PUBLIC

My Commission Expires:

* This affidavit is for submissions made on or after to July 1, 2013.

**Please use form A or B for
E-verify**

A

**GEORGIA SECURITY AND IMMIGRATION ACT
COMPLIANCE AFFIDAVIT**

By executing this affidavit under oath, the undersigned person or entity verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual firm or corporation which is contracting with the Cook County Board of Commissioners has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify in accordance with the applicable provisions and deadlines established in the O.C.G.A. 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program through out the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with sub-contractors, who present an affidavit to the undersigned with the information required by O.C.G.A. 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each verification to the Cook County Board of Commissioners at their request.

EEV/E-Verify User Identification Number

Date of Authorization

By: Authorized Officer or Agent
(Name of Person or Entity)

Date

Title or Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Subscribed and Sworn before me on this the

____ day of _____, 20 ____.

(Notary Seal)

Notary Public

My Commission Expires: _____

B

SECTION 9

SPECIAL PROVISIONS FOR CERTAIN USES

9-1 Home Occupations. A home occupation as defined by this ordinance shall be governed by the following requirements:

9-1.1 Only residents of the dwelling may be engaged in the home occupation.

9-1.2 The home occupation shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling.

9-1.3 Use of the building for this purpose shall not exceed twenty-five percent (25%) of the conditioned air space of the dwelling.

9-1.4 No internal or external alterations inconsistent with the residential use of the dwelling shall be permitted.

9-1.5 The use of a structure as a home occupation may not cause a nuisance in the neighborhood, either because of noise, traffic, lighting or any other reason.

9-1.6 No accessory buildings or outside storage shall be used in connection with the home occupation.

9-1.7 The home occupation shall not be allowed any destination traffic trips that are related to the home occupation by outside clients or patrons.

9-1.8 Vehicles used primarily as passenger vehicles only shall be permitted in connection with the conduct of the customary home occupation.

9-1.9 The following and similar uses shall be considered home occupations provided that all additional requirements of this section are met: addressing service, answering service, architect, computer consulting, desktop publishing, drafting, manufacturing agent, pet sitting (off-site), and web design. Other professions and/or services which are essentially office or clerical in nature as approved by the Zoning Administrator upon a finding that the desired home occupation is consistent with the residential character of the neighborhood, and will comply with the other provisions of this Section.

9-2 Home Based Business. A home based business, as defined by this Ordinance, shall be governed by the following requirements:

9-2.1 At least one resident and not more than one non-resident of the dwelling may be engaged in the home based business. The resident must be the owner of the home based business.

9-2.2 The home based business shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling.

9-2.3 No display of products shall be visible from the street and only products produced on the premises may be sold on the premises.

9-2.4 Only one (1) point of business sign, not exceeding two square feet in size, motionless, non-lighted, and attached to the principal building, shall be permitted.

9-2.5 Use of the dwelling for this purpose shall not exceed twenty-five (25) percent of the conditioned air space of the dwelling.

9-2.6 No internal or external alterations inconsistent with the residential use of the dwelling shall be permitted.

9-2.7 The home based business shall not constitute a nuisance in the neighborhood.

9-2.8 No accessory buildings or outside storage shall be used in connection with the home based business.

9-2.9 Instruction in music and other tutorial services shall be limited to two (2) students at a time.

9-2.10 Vehicles used primarily as passenger vehicles only shall be permitted in connection with the conduct of the home based business.

9-2.11 No more than two (2) non-transient guests may be boarded at any one time as a home based business.

9-2.12 The following and similar uses may be considered for approval as home based businesses provided that all additional requirements of this section are met: accountant, addressing service, answering service, architect, art instructor, barber or beauty shop (with no more than one (1) chair), drafting, dressmaking, insurance agent, manufacturing agent, music teacher, notary public, photography, real estate agent, tax consultant, and other home based businesses as approved by the Zoning Administrator.

9-2.13 Not more than six (6) children may be kept in the home as a customary home occupation. Safe, proper and efficient loading and unloading spaces must be supplied and at least 100 feet of outdoor play area is required for each child accommodated. The entire outdoor play area shall be enclosed by a steel mesh security fence with lockable gates approved by the building official or other substantial building material affording equal or better protection, having a minimum height of at least four (4) feet and constructed in such a manner that maximum safety to the children is ensured.

9-3 **Rural Home Occupations.** This provision is designed to provide for the reasonable development of rural home occupations as an accessory use to rural residential uses. Uses of property for the Rural Home Occupation (RHO) shall be governed by the following requirements:

9-3.1 Property for which an RHO is proposed shall be owner occupied and shall contain a minimum of five acres of land in the A-U zoning district and shall directly abut an arterial or collector roadway as defined on the Major Thoroughfare Plan.

9-3.2 The accessory structure shall be located behind the residential structure and meet the side and rear building setback lines of the A-U zoning district and all building code separation requirements shall apply. The accessory structure shall contain no more than seventy-five (75) percent of the gross square footage of the principal residential dwelling.

9-3.3 Any Rural Home Occupation shall be operated in such a manner as to avoid causing a noise, lighting or traffic nuisance to adjacent residential structures, and shall comply with the appearance of property provisions in this ordinance applicable to residential structures.

9-3-4 No display of products shall be allowed in the front yard.

9-3-5 In addition to signs permitted under Section 11 of this ordinance, one additional sign not exceeding sixteen square feet in size, motionless and non-lighted, shall be permitted on properties upon which a rural home occupation is conducted. This ordinance shall not be construed to regulate the content upon such additional sign.

9-3.6 All Rural Home Occupations operating under this ordinance section shall provide designated off-street parking to the rear of the primary residential structures for customers of said RHO.

9-3.7 Any occupation that meets the intent of this ordinance may be approved by the Zoning Administrator within an A-U zoning district as described herein. This may include but is not limited to the following: catering service, motorized vehicle repair, printing or engraving shop, flower shop, furniture upholstery shop, locksmith or gunsmith, personal service shops, photography studio, specialty shops as they relate to the sale of items manufactured therein, and service oriented commercial activities associated with agricultural uses. The Zoning Administrator may approve other uses as rural home occupations upon a finding that the desired rural home occupation is consistent with the character of the neighborhood and will comply with the other provisions of the Section.

9-3.8 Any use approved as a Rural Home Occupation which proposes outside storage shall provide for screening of the entire service or storage area as required in Section 3-19 of this ordinance.

9-4 **Manufactured Housing Parks.** Manufactured housing parks are allowed, provided the following requirements are met:

9-4.1 The minimum lot size shall be ten (10) acres.

9-4.2 Setbacks shall be as described in Section 6, setback and yard requirements by district.

9-4.3 Each manufactured home shall be connected to an approved water and sewer system.

9-4.4 The minimum area per manufactured home space shall be not less than forty-three thousand five hundred sixty (43,560) square feet with a minimum individual space width of one hundred fifty (150) feet. Individual manufactured home space requirements shall be as dictated by the rules and regulations of the Cook County Board of Health and the zoning ordinance minimums. All Health Department required plans shall accompany the required site plan for Planning Advisory Commission review.

9-4.5 All manufactured home spaces or other park sites devoted to accessory uses (such as management offices, laundry facilities, recreation buildings, etc.) shall have an interior setback of ten (10) feet from its respective area boundaries. Residential accessory buildings associated with dwelling units shall be set back ten (10) feet from its respective space boundaries, limit of one (1) accessory building per manufactured home space.

9-4.6 A sixty (60) foot interior drive, paved and properly drained for two-way traffic, 22 foot paving minimum, shall serve all manufactured home spaces and shall be drained so as to prevent damage to adjoining property, public or private.

9-4.7 Each manufactured home space and accessory use space shall be clearly defined by means of concrete, steel or iron pipe markers placed at all corners.

9-4.8 At least two hundred (200) square feet per manufactured home space (not to be a part of the