

**COOK COUNTY, GEORGIA  
OCCUPATION TAX LICENSE  
APPLICATION PACKET**

Occupational Tax License fees are determined by your current number of employees.

Number of Employees:	
1-9	\$25.00
10-19	\$30.00
20-29	\$35.00
30-39	\$40.00
40-49	\$45.00
50 or more	\$50.00

All fees are due at the time of submittal. Our office accepts cash, check, money orders and online payments.

When your application is submitted Building and Zoning will determine that your type business is located in the correct zone and allowed at the physical address of your business. If there should be a problem, Jess Permenter, Building and Zoning Administrator, will make contact with you.

In order for there not to be a delay in the issuance of your license, please verify that all of your information is complete, all documents are signed, and the correct license fee is submitted (please see the chart above).

Thank you and if you have questions, please feel free to contact me.

Vicki S. Parrish, County Clerk  
1200 S. Hutchinson Ave.  
Adel, Georgia 31620  
229-896-2266 ext.223  
[vicki@cookcountyga.us](mailto:vicki@cookcountyga.us)

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

<input type="checkbox"/> Sole Ownership
Name / Address of Owner: _____ _____ _____
Or:
Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> (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.

\_\_\_\_\_  
Signature Business Owner or Designee

DATE: \_\_\_\_\_

<u>OFFICIAL USE OF THE BUILDING/ZONING DEPARTMENT ONLY:</u>	
Zoning Classification of Business Location: _____	
Occupational License approved by: Building/Zoning Department;	
Signature _____	Date _____

ATTACHMENT A  
to Application for Occupation Tax Certificate

AFFIDAVIT OF COMPLIANCE WITH O.C.G.A. §50-36-1

By executing this Affidavit under oath as an Applicant or its representative for an occupational tax certificate from the Cook County Board of Commissioners, the undersigned verifies one of the following with respect to my application for an occupation tax certificate:

- I am a citizen of the United States.
- I am a legal permanent resident of the United States.
- 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 is: \_\_\_\_\_.

The undersigned Applicant or its representative 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, with this Affidavit. Form of secure and verifiable document: \_\_\_\_\_.

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

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant or its Representative

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Printed Name of Representative

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_.

ATTACHMENT B  
to Application for Occupation Tax Certificate

AFFIDAVIT OF PRIVATE EMPLOYER OF COMPLIANCE PURSUANT TO O.C.G.A. §36-60-6(d)

By executing this Affidavit under oath, the undersigned private employer or its representative verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

**Section 1. Please check only one:**

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

\*\*\* If you select Section 1(A), please fill out Section 2 and then execute below.

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

\*\*\* If you select Section 1(B), please skip Section 2 and execute below.

**Section 2.**

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer or its representative also attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Name of Private Employer

\_\_\_\_\_  
Federal Work Authorization User Identification Number

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

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: \_\_\_\_\_

<sup>1</sup> To determine the number of employees for purposes of this affidavit, a business must count its total number of employees' company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

## 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