



City of Rockmart
Occupation Tax License Checklist

HOME OCCUPATION TAX LICENSE

DOCUMENTS REQUIRED TO OBTAIN HOME OCCUPATION TAX LICENSE:

- DRIVER'S LICENSE (PERM RESIDENT CARD IF NON-CITIZEN)
- PROOF OF OWNERSHIP OR IF RENTING/LEASING A LETTER FROM THE PROPERTY OWNER STATING THAT APPLICANT IS A RESIDENT OF THE ADDRESS AND GIVES PERMISSION FOR RESIDENCE TO BE USED AS A HOME OFFICE ONLY
- COMPLETED HOME OCC. TAX APPLICATION

1. After submitting the Home Occ. Tax Application with all required documents, the application will undergo final approval. You will be contacted once the License has been approved and is ready to be issued.

Licensing Clerk: Holly Langley

Director CD: Stacey Smith

Phone Number: (770) 684-5454

As always, if there are any further questions or concerns please contact the Community Development Department at 770-684-5454.

OFFICE USE ONLY

Date Received: _____

Completed Checklist: _____

Approved / Denied: _____

Customer ID: _____

Application for Home Occupation Tax



Business Name: _____ Business Phone: _____

Applicant Name: _____ Address: _____

Type of Business: _____

Sales Tax Number: _____ Federal ID Number: _____

Number of Employees: _____ Number of Employees Reside at Residence: _____

Property Owner: _____

*Please Note: If applicant is not property owner, property owner must sign a statement allowing for business to be located at property.

Please check with your homeowner's association for any Conditions, Covenants, & Restrictions that may restrict business use at your property.

Regulations for a Home Occupation are provided so that certain incidental and accessory uses may be established in residential developments under conditions, which will ensure their compatibility with the neighborhood. They are intended to protect the rights of residents to engage in certain home occupations that are harmonious with the residential environment.

In order to be issued a Home Occupation permit, you must ensure the City of Rockmart that the proposed use complies with the City requirements as identified in Section 5.1 of the Zoning Ordinance. By reading and understanding the regulations listed below, as well as signing the application form, you are certifying that your home occupation will conform to all applicable City of Rockmart Ordinances.

It is the responsibility of the applicant to ensure his/her business complies with all applicable city codes and the city zoning ordinance. In the event it is determined that the business does not comply, the permit may be revoked by the City.

1. My home occupation is an incidental and accessory use and does not change the residential character of my residence;
2. My residence is not the point of customer pick-up or delivery, and my home occupation does not cause a significant increase in vehicular traffic in the neighborhood;
3. My home occupation is conducted only within an enclosed structure (not in my yard or driveway);
4. There will not at any time be any signs or other exterior evidence relating to my home occupation;

City of Rockmart * 316 North Piedmont Avenue * Rockmart, Georgia 30153
P.O. Box 231
Telephone: (770) 684-5454 * Fax: 770-684-4435

**Application for
Home Occupation Tax**



- 5. My home occupation may be conducted in the garage, but will not, under circumstance, utilize any space required for off-street parking (as identified in the City of Rockmart Zoning Ordinance)
- 6. I will not utilize or use any electrical or mechanical equipment which may create visible or audible interference in radio, television, or telephone service or may cause fluctuations in line voltage outside the residence; and
- 7. My home occupation does not now, nor will in the future create noise, odors or use Hazardous Materials, in excess of that normally associated with a residential use.
- 8. I have acquired the approval of my homeowner's association or landlord to operate this home occupation.

If home occupation does not comply with all of the above items, please mark item and contact the City of Rockmart to discuss your situation.

I do hereby certify that, under penalty of perjury, to the best of my knowledge and belief, the information contained herein is true and correct:

Signed: _____ Date: _____

Notary: _____

(For City of Rockmart Staff Use Only)

Approve: _____ Deny: _____ Date: _____

Zoning Official: _____ City Clerk: _____

Dept. of Community Development: _____