

Chief Executive Officer

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director

Michael Thurmond

Andrew A. Baker, AICP

## HOME OCCUPATION SUPPLEMENTAL REGISTRATION FORM

BUSINESS INFORMATION	
Description of Business	
Home Office For: _____	
Customer Contact? Check only One: Yes                      No	
Address (Street, City, State, Zip)	
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <div style="width: 45%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 15%;"></div> </div>	
APPLICANT INFORMATION	
First Name:	Last Name:
Phone Number:	Email:
Address If Different (Street, City, State, Zip)	
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; border-bottom: 1px solid black;"> <div style="width: 45%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 10%;"></div> <div style="width: 15%;"></div> </div>	
APPLICANT'S ACCEPTANCE AND ACKNOWLEDGEMENT OF SEC. 27-4.2.31	
<p><b>A.</b> A home occupation where no customer contact occurs shall be considered a Type I home occupation and may be conducted with administrative approval by the director of planning.</p> <ol style="list-style-type: none"> <li>1. Up to two (2) full-time residents of the premises are allowed to conduct separate home occupations in the same dwelling. In reviewing such a request, the local government may consider the reason, potential residential impact, parking needs, hours of operation and other relevant factors.</li> </ol> <p><b>B.</b> All home occupations other than Type I home occupations shall be considered a Type II home occupation and shall require a special land use permit (SLUP). Additional conditions may be placed on the approval of a Type II home occupation in order to ensure the home occupation will not be a detriment to the character of the residential neighborhood.</p> <ol style="list-style-type: none"> <li>1. Customer contact is allowed for Type II home occupations.</li> <li>2. Up to two (2) full-time residents of the premises are allowed to conduct separate home occupations in the same dwelling. In reviewing such a request, the local government may consider the reason, potential residential impact, parking needs, hours of operation and other relevant factors.</li> </ol> <p><b>C.</b> All home occupations shall meet the following standards:</p> <ol style="list-style-type: none"> <li>1. There shall be no exterior evidence of the home occupation.</li> <li>2. No use shall create noise, dust, vibration, odor, smoke, glare or electrical interference that would be detectable beyond the dwelling unit.</li> <li>3. The use shall be conducted entirely within the dwelling unit, and only persons living in the dwelling unit shall be employed at the location of the home occupation.</li> <li>4. No more than twenty-five (25) percent of the dwelling unit and or five hundred (500) square feet, whichever is less, may be used for the operation of the home occupation.</li> <li>5. No more than one (1) business vehicle per home occupation is allowed.</li> <li>6. No home occupation shall be operated so as to create or cause a nuisance.</li> <li>7. Home occupation shall not include the use of a dwelling unit for the purpose of operating any automobile repair establishment, or car wash.</li> <li>8. Occupations that are mobile or dispatch-only may be allowed, provided that any business vehicle used for the home occupation complies with <a href="#">Section 6.1.3</a>, and is limited to one (1) business vehicle per occupation.</li> </ol>	

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**D.** Private educational services shall comply with home occupation standards and no more than three (3) students shall be served at a time. Family members residing in the home are not counted towards the three (3) students allowed.

**I agree to abide by the regulations listed above. (Home Based Business in accordance with Sec 27.4.2.31 of the DeKalb County Code)**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**PROPERTY OWNER'S AUTHORIZATION**

A notarized covenant whereby the applicant swears to maintain the premises in compliance with all applicable property maintenance regulations under this Code as it currently exists or is thereafter amended, including but not limited to sign, debris, and vegetation regulations. If the business premises is: "a residentially zoned property owned by someone other than the applicant and where there will be customer contact", a notarized covenant as required by this sub-section shall be executed by both the applicant and the owner of the property.

TO WHOM IT MAY CONCERN.

(I), (We), \_\_\_\_\_  
Name of Property Owner(s)

Being (owner), (owners) of the subject property identified in this application, hereby delegate(s) authority to

\_\_\_\_\_ to use my property as a  
Name of Applicant or Representative

Home Based Business in accordance with Sec. 15-28(5)(g) of the DeKalb County Code.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Owner(s)

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

Stamp/Seal: