

Application for Home-Based Business Occupancy

Design, Environment and
Construction Division
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Decatur, Georgia 30031
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Home-based businesses or home occupations are allowed within a dwelling or accessory building. There are special regulations governing home occupations. The term "home occupation" does not include restaurants, veterinarian offices, medical, dental, or chiropractic offices, or offices of similar health-related professions. Please fill out the checklist below to determine if your home-based business is allowed.

Business Location Information		Business Owner Information			
Name of Business, DBA:		Historic District: <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Applicant:		
Business Street Address:		Suite #:	Applicant Mailing Address:	Drivers License #:	State:
Contact Person:	Phone of Business:	City/ State/ Zip Code:		Applicant Phone Number:	
Email:	After- Hours Phone:				
Description of Building Occupied by Business Activity					
Will more than 25% of the total floor area of the main dwelling be used for a home occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is this business carried on within, and clearly incidental to, the dwelling at the above address? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Will stock in trade or commodities be kept or sold on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is any mechanical equipment used which is not normally used for typical household purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Will you have any employees who do not live at the business address? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____					
*Excepting other members of the family residing on the premises, no more than one employee shall be employed and such employee shall not work more than 20 hours per week at the premises					
Additional Regulations:					
Signs: Other than a nameplate not more than 24 square inches in area, no exterior indication that the building or property is being used for any purpose other than the dwelling shall be attached to the dwelling unit. No other signs, free standing or attached, related to the home occupation are permitted on the property.					
Operations and client visits to the premises are prohibited between 12:00 midnight and 6:00 a.m.					
Commercial deliveries shall be limited to no more than 20 deliveries to the premises per week.					
No outdoor open storage related to the home occupation shall be allowed on the premises.					
No vehicle exceeding a one ton capacity shall be allowed to park on the premises.					
No sales displays shall be visible from outside the dwelling.					
Contact with the public shall be limited to no more than two visitors in the dwelling at one time.					
I have read and understand the Additional Regulations listed above? <input type="checkbox"/> Yes <input type="checkbox"/> No					
I HEREBY CERTIFY THAT I AM THE BUSINESS OWNER OR AN AUTHORIZED AGENT OF THE BUSINESS OWNER AND HAVE THE BUSINESS OWNER'S CONSENT TO REPRESENT THE BUSINESS AND THE INFORMATION PROVIDED WITHIN THIS APPLICATION. I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.					
Applicant Signature: _____		Date: _____			
Departmental Approval: Approval for home-based businesses shall be approved by the Office of the Building Official. Please contact Andy Brumbalow, andy.brumbalow@decaturga.com Phone: 678-553-6508					
Approved By: _____		Date: _____			
<input type="checkbox"/> Denied Reason for Denial _____					