



420 10th Street
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Columbus, Georgia 31902-1340

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Director

Certificate of Occupancy Checklist

Home Based Business

The following items are required to obtain a Certificate of Occupancy for a home-based business:

1. Certificate of Occupancy Application
2. Proof of Ownership for the home or documentation from property owner that home can be used for the business.
 - a. Documentation from the property owner must be notarized and include homeowner's name, business owner's name, address, statement giving permission to have a home office, Owner's signature. Address on applicant's driver's license must match address of proposed business location.
3. Copy of Applicant's Driver's License
4. Home Based Occupation Affidavit
5. \$40.00 fee

Additional requirements may be necessary based on the type of business. For example, businesses selling food items must have health department approval prior to applying for a Certificate of Occupancy. Please call Inspections and Code at 706-653-4126 to confirm what documentation is required for your business.

All documents should be submitted to Inspections and Code at 420 10th Street Columbus, GA 31901. Certificate of Occupancies are reviewed and, if approved, issued immediately after submission of the application.

APPLICATION FOR A CERTIFICATE OF OCCUPANCY

**INSPECTIONS AND CODE
COLUMBUS, GEORGIA**

Application is hereby made for a Certificate of Occupancy for the use of the building, structure or premises as identified and described herein. It is agreed that all the laws, ordinances and regulations enforced by Inspections and Code Enforcement of Columbus, Georgia, shall be complied with in pursuit of granting of this Certificate whether or not specified herein.

FEE \$ _____

Date issued _____

Certificate of Occ. No. _____

Reference Case No. _____

MAP _____ BLK _____ LOT _____

APPLICANT	_____ NAME _____ ADDRESS _____ CITY STATE _____ PHONE	LOCATION OF BUSINESS	_____ LOCATION _____ ZONING CLASSIFICATION _____
	REQUESTED OCCUPANCY USE--- FIRM NAME	To be used for _____ _____ Firm or Business Name _____ _____	PREVIOUS USE OF BUILDING
ZONING USE	Conforming Non-conforming	APPROVED BY	_____ Name
APPLICANT'S SIGNATURE	_____ DATE _____ APPLICANT'S SIGNATURE _____		
ZONING NON-COMPLIANCE	Application Denied Because _____ _____ Date _____ Building Official _____		
HOME OCCUPATION	I have read and understand the regulations from the Zoning Ordinance that applies to operating a business from my home and hereby certify that I will comply with those restrictions. _____ DATE _____ APPLICANT'S SIGNATURE _____		

INSPECTIONS AND CODE
COLUMBUS, GEORGIA
HOME OCCUPATION

DATE: _____

Applicant: _____

Location: _____
 Number Street Zip Code

Applicant's Statement of Proposed Business Operation:

- _____ I have no employees.
- _____ No customers will come to my home.
- _____ My business will not create extra traffic to the neighborhood.
- _____ No materials for my business will be stored on my property.

Signed: _____
Applicant

HOME OCCUPATION

A home occupation shall comply with the standards listed below.

1. ***Additional Standards.***

In addition to any other requirements of this Code, home occupations are subject to the standards listed below.

A. Residence Required.

Only lawful residents of a dwelling unit shall be engaged in the occupation.

B. Employees.

Employees, other than residents or resident family members, are prohibited.

C. Nature of Use.

The use of the premises for a home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants.

D. Residential Character.

The use shall not change the residential character of the premises.

E. Outside Appearance.

There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation.

F. Location.

Home occupations shall not be conducted in any attached or detached accessory building or structure, or any open porch or carport, which is part of the principal structure.

G. Maximum Size.

A home occupation shall not occupy more than fifteen percent of the floor area of the dwelling unit, excluding any open porch, attached garage, or similar space not suited or intended for occupancy as living quarters.

H. Traffic and Parking.

Traffic shall not be generated by the home occupation in greater volumes than would normally be expected in a residential neighborhood.

I. Vehicle Parking.

Vehicle Parking shall be located on the same lot or premise as the home occupation and shall be in character with the neighborhood.

J. Production and Storage of Goods.

Manufacture or fabrication of articles such as are commonly classified under the terms of arts and handicrafts may be deemed a home occupation, subject to the other terms and conditions of this Section.

K. *Storage of Materials and Equipment.*

All material, equipment, or supplies used in conjunction with a home occupation shall be completely enclosed with no exterior storage, temporary or permanent, allowed. Bulk storage of material, equipment or supplies is prohibited.

2. *Prohibited Activities*

A. *External Effects.*

Equipment or processes which create noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses at any lot line shall not be used in a home occupation.

B. *Interference.*

Equipment or processes shall not be used which create any interference for neighboring properties in receiving radio, television, or other wireless devices, or which cause fluctuations in electrical service to such properties.

C. *Hazardous Materials.*

On-premise use or storage of hazardous materials is prohibited.

D. *Sale of Goods or Products.*

On-premise sales of stock, supplies or product are prohibited.

3. *Signs and Advertising.*

On-premise signs or other advertising of the address and location of a home occupation is prohibited.

4. *Licenses.*

Owners or operators of home occupations shall obtain required city, state or federal occupational licenses, or other license necessary to operate such business.

5. *Acknowledgement.*

Individuals requesting one or more home occupational licenses shall sign an affidavit furnished by the City that acknowledges their receipt of these regulations, and other local regulations applicable to such licenses.

6. *Number of Licenses.*

Not more than two occupational licenses shall be issued per individual residence.

7. *Number of Students.*

Private instructions, limited to academic, artistic, and musical subjects, shall be limited to not more than two students at the same time.

8. *Compliance and Inspections.*

To determine compliance with this Section, owners or operators of home occupations shall permit an inspection of the premises during normal business hours by the Department, prior to issuance of a certificate of occupancy, and at such other times deemed necessary.

9. *Deliveries.*

The requirements of this Section shall not apply to delivery of parcels, documents, and similar items by licensed delivery firms.

HOME OCCUPATION AFFIDAVIT

I certify that I have received a copy of the regulations applicable to home occupancies and other local regulations that might apply to such licenses in accordance with the Unified Development Ordinance of the Columbus Consolidated Government. I agree to allow any authorized employees of the City of Columbus to enter upon the premises during normal business hours, and at other such times deemed necessary in order to determine compliance with these regulations.

Location _____

Signature _____ Date _____

Witnessed by _____
Employee/Inspections and Code Department