



Planning and Zoning Department
2116 Stallings Street, NW
Covington, Georgia 30014
Phone: (770) 385-2020
Fax: (770) 385-2170

June 2008
HOME OCCUPATION APPLICATION
(Code Section 16.20.350)

SUP# _____

EXPIRATION DATE _____

All Home Occupation Applications are reviewed by the Planning and Zoning Department for completeness prior to being processed. **Incomplete applications will not be accepted.** Please note that all home occupations must conform to the requirements for home occupation outlined in Section 16.20.350 (attached) of the City's zoning ordinance.

I. CURRENT PROPERTY OWNER

Name (Applicant or Individual):	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email:	

II. APPLICANT (if different from current property owner)

Name (Applicant or Individual):	
Mailing Address: (Street, City, State, Zip Code)	
Daytime Telephone:	Fax:
Email:	

III. PROPERTY INFORMATION

Property Address:	
Tax ID/Parcel Number(s):	Parcel Size (Acres):
Existing Zoning District:	



IV. GENERAL BUSINESS INFORMATION. *Applicant must submit a full description of the manner and operation of the business that will take place at the property address listed in Section III above. Please include the following information in your description: number of employees, percentage of space dedicated to the business, business parking, and frequency of deliveries (Federal Express, UPS, etc.).*

V. HOME OCCUPATION APPLICATION REQUIRED ITEMS: *The following items must be submitted as concurrent attachments to the application.*

- One (1) original signed application and one (1) copy
- Nonrefundable application fee in the amount of \$100.00, made payable to the City of Covington
- One (1) legal description of the property
- Floor plan showing the room or area designated for home occupation use



VI. AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVES: *If Applicant is not the property owner, this section must be completed and notarized by a Notary Public.*

I, _____, owner of the subject property identified in this application, do hereby authorize _____	
to act as my applicant/representative(s) _____	
in all matters pertaining to the processing and approval of this application, including modifying the application according to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative(s).	
Signature of current property owner:	Date:

Sworn to and subscribed to me this ____ day of _____, 20 _____

 Notary Public
 (Notary Seal)

VII. CERTIFICATION

I, _____, the owner or authorized representative of owner, have read and understand the contents of this application. I certify that that the information contained herein, including attachments and all other supporting information, is complete and true, to the best of my knowledge and belief.	
Signature of applicant or owner's authorized representative:	Date:

Sworn to and subscribed to me this ____ day of _____, 20 _____

 Notary Public
 (Notary Seal)

*****FOR OFFICE USE ONLY*****

Fee Recvd:		File #		Notes:
Planning Director Signature				
Approved:		Denied:		
If denied, reason for denial:				



City of Covington
Planning and Zoning Department
Section 16.20.350 of the Covington Zoning Ordinance

Home Occupations

- A. It is the intent and purpose of this section to provide for certain types of restricted occupational uses within NR1, NR2, NR3, CR and TCR zoning districts. Such uses are restricted to those which:
1. Are incidental to the use of the premises as a residence;
 2. Are compatible with residential uses; and
 3. Do not detract from the residential character of the neighborhood.
- B. In all NR1, NR2, NR3, CR and TCR zoning districts, any building used for residential occupancy may conduct a home occupation use provided that:
1. The primary use of the unit is a dwelling;
 2. The following standards are complied with in full at all times:
 - a. Such use shall be conducted entirely within the dwelling unit and only persons living in the dwelling unit shall be engaged and employed in such occupation, and the number of residents employed shall not exceed two (2);
 - b. No mechanical or electrical equipment is to be utilized except that which is necessarily, customarily, or ordinarily used for household or leisure purposes;
 - c. No equipment that interferes with radio and/or television reception shall be allowed.
 - d. No toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials shall be used or stored on the premises;
 - e. There shall be no outside operations, storage, or display of materials or products;
 - f. No accessory buildings shall be used in connection with the home occupation;
 - g. No alteration of the residential appearance of the premises occurs, including the creation of a separate entrance to the dwelling or utilization of an existing entrance exclusively for the business;
 - h. There shall be no exterior evidence of the home occupation;
 - i. No commodity shall be stocked or sold on the premises to the general public;
 - j. No process shall be used which is hazardous to public health, safety, or welfare;
 - k. Visitors, customers, or deliveries shall not exceed that normally and reasonably occurring for a residence and shall, under no circumstance, exceed more than two (2) business visitors an hour and eight (8) a day and not more than two (2) manufacturer or wholesaler direct deliveries of products or materials per week;
 - l. No on-street parking associated with the business shall be permitted;
 - m. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation;
 - n. The home occupation shall be restricted to twenty-five (25%) percent of the dwelling and shall not exceed one hundred and fifty (150) square feet of floor area. Said home occupation use shall be clearly secondary to the use of the dwelling for dwelling purposes; and
 - o. There shall be no group instruction, assembly or activity.

