

Application Procedures for a Home Based Location

The business activity and physical location (address) determines most license requirements. All home based businesses must comply with City of Hinesville Code Book Appendix A Zoning Section 607, Home Occupations.

- **Completely** fill out an application. All documents must be signed and notarized.
- Attach all required documentation. Requirements vary based on business type (see supporting documentation). All applications require a picture ID.
- Home based business applications must be accompanied by a Home Based Occupation Certification signed by an attorney.
- Return completed application and supporting documentation to the Business License Department for review.
- After review and acceptance by the Business License Department, applicant must pay at least the processing fee and inspection fee (if required).
- Applicant will then take the business license application to the Liberty Consolidated Planning Commission (LCPC) for zoning approval.
- Applicant will then take application to the Inspections Department.
- Upon satisfactory completion of all safety inspections, if required, the Business License Department will contact the applicant to arrange certificate pick up. Any remaining fees must be paid at that time.

or other access point be less than 15 feet nor more than 36 feet in width. No two curb cuts or other access points shall be closer than 300 feet on arterial streets, 200 feet on collector streets and 100 feet on local City streets, if the property is narrower than 200 feet, from each other except in single-family residential zoning districts.

- (2) *Location of curb cuts and other access points.* At street intersections no curb cuts or other access point shall be located closer than 20 feet from the intersecting point of the two street rights-of-way or property lines involved (or such lines extended in case of a rounded corner); or 25 feet from the intersection of two curblines involved (or such lines extended in case of a rounded corner), whichever is the least restrictive.
- (3) *Permits for access onto State-owned highway rights-of-way.* A permit must be obtained from the State of Georgia Department of Transportation before curb cuts or any other point of access shall be authorized onto State-owned highway rights-of-way from abutting property.

Sec. 604. Double frontage lots.

On lots having frontage on more than one street but not located on a corner, the minimum front yard setback shall be provided for each street in accordance with the regulations for the land use district in which the lot is zoned.

Sec. 605. Exceptions to front yard setback requirements.

The front yard requirements of this ordinance shall not apply to any lot where the average front yard on already built upon lots located within 100 feet on each side of such lot and within the zoning district and fronting on the same street as such lot, is less than the minimum required setback. In such cases, the setback on such a lot may be less than the required setback but not less than the average of the existing setbacks on the developed lots. However, in no case shall setback be less than ten feet.

Sec. 606. Exceptions to height regulations.

The height limitations of this appendix shall not apply to church spires, belfries, cupolas and domes not intended for human occupancy, monuments, water towers, observation towers, silos, chimneys, smokestacks, conveyors, flagpoles, masts and aerials.

Sec. 607. Home occupations.

A home occupation, if it is permitted, must comply with the following requirements:

- (1) Customers or clients are not permitted to physically come to the home/office.
- (2) Employees, other than members of the family residing on the premises, are not authorized to meet, park or work at the home.
- (3) Supplies, materials or debris are not to be located, stored, stockpiled or kept on the property where the home is located.
- (4) Home occupations approved or licensed at the time of the approval of this appendix but not meeting the requirements of section 607(1) through (4) are grandfathered and are approved for continued operation. This approval will remain in effect until one of the following occurs:
 - (a) Business is inactive and not licensed for one year; [or]
 - (b) The present home owner/licensee moves from the licensed location.
- (5) All applications for a home occupation permit shall be accompanied by a certificate of an attorney duly licensed to practice law in the State of Georgia, confirming that there are no private land restrictions or restrictive covenants existing which prohibit the proposed home occupation.

Sec. 608. Junkyards.

- (1) All junkyards shall be completely screened from roads or developed areas with a solid fence or wall a minimum of ten feet, maintained in good

MAYOR
James Thomas, Jr.

CITY MANAGER
Billy Edwards

CITY CLERK
Sarah Lumpkin

CITY ATTORNEY
Linnie L. Darden, III



MAYOR PRO TEM
Charles Frasier

COUNCIL MEMBERS
Jason Floyd
David Anderson, Sr.
Keith Jenkins
Kenneth Shaw

Home Based Occupation Certification

City of Hinesville
115 E ML King Jr Dr
Hinesville GA 31313

Attn: Business License Department

Re: Business License Application/Home Based Occupation

Please certify that you are an attorney duly license to practice law in the state of Georgia, confirming that there are no private land restrictions or restrictive covenants existing that prohibit the proposed home occupation.

Proposed Home Occupation/Business & Location

Applicant's Name

Applicant's Address

Name of Law Office

Attorney's Signature

Attorney's Name (print)

Date

"Home for a Day or a Lifetime"

What Your Business Needs to Know about Georgia's E-Verify Requirements (Effective July 1, 2013)

E-Verify Contractor Requirements

Georgia law, **O.C.G.A. § 13-10-91**, requires **all businesses** that contract with a public employer for **labor or services** by bid or by contract in which the labor or services **exceed \$2499.99** to sign an affidavit attesting that they are registered for and use E-Verify **unless** 1) the contractor has **no employees** (in which case they must present an approved state issued identification card/drivers' license from an approved state as provided on the [Attorney General's website](#)) or, 2) the contract is with an **individual** licensed under Title 26, Title 43, or the State Bar of Georgia who is in good standing and **that individual** is performing that service. Anyone your business subcontracts with for labor and services, as well as the subcontractors of your subcontractors, in furtherance of that contract is also subject to this requirement. E-Verify Contractor, Subcontractor, and Sub-Subcontractor affidavits can be found [here](#).

E-Verify Private Employer Requirements

Georgia law, **O.C.G.A. § 36-60-6**, requires all businesses, **with more than 10 employees** that are seeking an occupation tax certificate/business license or other document required to operate a business with a county or city to sign an affidavit attesting that they are registered for and use E-Verify. Businesses with **10 or fewer employees** are required to sign an affidavit attesting that they are exempt from this requirement. Once a business has provided this affidavit to the county, all subsequent renewals can be provided with the submission of the E-Verify number, as long as it is the same number as provided on the affidavit, or assertion that your business is exempt. The county will provide the format in which renewal information is collected. E-Verify Private Employer and Exemption Affidavits can be found [here](#).

What Is E-Verify?

E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

Where Do I Find My E-Verify Number?

The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

What if I cannot locate or do not have access to my MOU?

If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at E-Verify@dhs.gov for assistance.

Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?

No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

How Do I Register for E-Verify? To register for E-Verify, please visit the [DHS website](#). If you need assistance in completing the registration process or need additional information relating to E-Verify, call their customer service number at 1-888-464-4218, email them at E-Verify@dhs.gov or visit their website at <http://www.dhs.gov/e-verify>.

CITY OF HINESVILLE-LAWFUL PRESENCE AFFIDAVIT

Pursuant to O.C.G.A. § 50-36-1, all persons who - either on behalf of themselves or on behalf of an individual, business, corporation, partnership, or other private entity - apply for certain public benefits must (1) be eighteen years of age or older and (2) submit an affidavit that they are lawfully present in the United States. Public benefits, as defined by O.C.G.A. § 50-36-1(a)(3)(A), include any grant, contract, loan, professional license, or commercial license provided by an agency of State or local government or by appropriated funds of a State or local government.

I, _____, swear or affirm under penalty of perjury under the laws of the State of Georgia that I am 18 years of age or older and (check one):

____ I am a United States citizen, or

____ I am a legal Permanent Resident of the United States, or

____ I am a qualified alien (other than as a permanent resident) or nonimmigrant in the United States pursuant to Federal law.

The secure and verifiable document provided with this affidavit can best be classified as:

I understand that this sworn statement is required by law because I have applied for a public benefit and/or a business license on my behalf as an individual or on behalf of a business, corporation, partnership, or other private entity. I understand that state law required me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit as listed above. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Georgia under O.C.G.A. § 16-10-20 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Title

*Alien Registration # for Non-citizens

Business Name

TIN or SSN

If this affidavit is not presented in person, applicant must submit a notarized copy of this affidavit.

Notarized this ____ Day of _____, in the State of _____,

County of _____

Notary

Commission Expires

*Note: O.C.G.A § 50-36-1(e) (2) requires that aliens under the Federal Immigration and Nationality Act., Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Another Identifying Number

CITY OF HINESVILLE-PRIVATE EMPLOYER AFFIDAVIT

Pursuant to O.C.G.A. § 36-60-6(d), by executing this affidavit under oath, as an applicant for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d), from the City of Hinesville, the undersigned applicant representing the private employer, verifies one of the following with respect to the application for the above mentioned documents:

1. Fill out this section after July 1, 2013.

a) ___ On January 1st of the below signed year the individual, firm, or corporation employed more than ten (10) employees.

b) ___ On January 1st of the below signed year the individual, firm, or corporation employed less than ten (10) employees.

If the employer selected (a) please fill out section 2 below. This is not your Federal Tax ID Number (EIN).

2. The employer has registered with and utilizes the federal work authorization program, also known as E-Verify, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6(a). The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are listed below:

Federal Work Authorization User Identification Number

Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false statement, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties by such statute.

Executed on the ___ day of _____, 20___ in _____ (City), _____ (State)

Signature of Authorized Officer or Agent

Business Name

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____, 20___

NOTARY PUBLIC

My Commission Expires

CITY OF HINESVILLE LICENSE YEAR _____
APPLICATION FOR BUSINESS LICENSE
(This is NOT a License)

(FOR OFFICE USE ONLY)
New: _____ Renewal: _____
Business Type: _____
Date Issued: _____

PAYABLE TO:

City of Hinesville
115 East M.L. King, Jr. Drive
Hinesville, Georgia 31313
Phone: (912) 876-3564
Date Received: _____

INSPECTIONS REQUIRED
Bldg. Insp. _____ Date _____
Zoning _____ Date _____
Zoned _____
Police _____ Date _____
Fire _____ Date _____
Agriculture _____ Date _____
Environmental Health _____ Date _____

ALL INFORMATION MUST BE COMPLETED, SIGNED AND NOTARIZED.

NAME OF BUSINESS: _____

LOCATION OF ABOVE BUSINESS: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

MANAGER'S NAME: _____ MANAGER'S ADDRESS: _____

FEI Number: _____ Sales Tax Number: _____

DESCRIBE THE NATURE OF BUSINESS: _____

DOES THIS BUSINESS REQUIRE A STATE LICENSE? _____ (IF YES) DATE EXPIRES: _____
(PLEASE ATTACH A COPY OF YOUR STATE LICENSE OR CERTIFICATION)

ADDITIONAL INFORMATION: Business Phone: _____ Home Phone: _____

OWNER OF BUSINESS: _____

OWNER'S HOME ADDRESS: _____

(Corporation or Partnership must list all Names & Addresses of Owners or Officers)
(use a separate sheet of paper if necessary)

SOCIAL SECURITY #: _____ BIRTHDATE: _____
(licensee)

HAVE YOU EVER BEEN ARRESTED: _____ (YES) _____ (NO) DISPOSITION: _____

CHARGES: _____
(attach additional sheet if necessary)

LICENSE FEE COMPUTATIONS

Number of Employees: _____ (Enter Amount Due) \$ _____
(including ownership)
Admn. Fee Due for New Application \$ _____
and/or Relocation Application
Inspection Fee _____ \$ _____
(Commercial Business Only)
Penalty/Interest: _____ TOTAL DUE \$ _____
(Total Received) \$ _____

IMPORTANT: PLEASE READ CAREFULLY:

The Applicant hereby agrees to be bound by all of the terms and conditions of the Ordinance adopted by the City of Hinesville, Georgia and any laws as may apply to the above business. I hereby agree to permit during business hours reasonable inspections as authorized by law.

THIS _____ DAY OF _____, 20_____
(AUTHORIZED SIGNATURE OF APPLICANT)

PERSONALLY before the undersigned appeared _____
who on Oath has sworn that the above information given therein is true and correct.

Sworn to and subscribed before me this _____ day of _____, 20_____
STATE OF : _____ COUNTY OF : _____ CITY OF : _____

NOTARY STAMP OR SEAL

NOTARY PUBLIC

LICENSES MAY BE SUSPENDED OR REVOKED FOR VIOLATION OF THE TERMS OF THE ORDINANCE. NO BUSINESS IS TO OPERATE WITHOUT APPROVAL OF THIS APPLICATION FOR LICENSE. NOTIFICATION IS REQUIRED OF CLOSING, CHANGE OF BUSINESS LOCATION OR OWNERSHIP.

REMARKS: _____

APPROVED: _____ DATE: _____