



**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT  
HOME OCCUPATION AFFIDAVIT  
(Unified Land Development Code, Chapter 9-10-4)**

**Definition: Any use, occupation or activity conducted entirely within a dwelling by the residents thereof, which is clearly incidental and secondary to the use of the dwelling for residence purposes and does not change the character thereof.**

**Applicant Information**

<b>Business Name</b>	
<b>Owner Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Phone</b>	
<b>Email</b>	

**Description of Home Occupation Business**


**A Home Occupation shall meet the following conditions:** (Please initial each box that you have read & understand it.)

<b>1</b>	<b>General Provisions:</b> Home occupations may be established in a portion of a dwelling as provided in permitted uses requirements for the zoning districts established by the Unified Land Development Code. No more than one home occupation may be established in a single dwelling. In districts where permitted, the following regulations shall apply to home occupations. Failure to meet one or more of these regulations at any time shall be unlawful and grounds for immediate revocation of business registration.
<b>2</b>	<b>Prohibited Uses:</b> The following uses are specifically prohibited as home occupations: auto sales or auto repair; restaurants; animal hospitals, veterinary clinics, kennels, or the keeping of animals; funeral homes; retail or wholesale shops; machine shops; special event facilities; and lodging services.
<b>3</b>	<b>Physical Limitations:</b> The gross floor area of a dwelling unit devoted to a home occupation shall not exceed 1,000 square feet, or 30 percent of the gross floor area of the dwelling, whichever is less. An accessory building may be used for the home occupation, but in no case shall the total area within the accessory building devoted to such use be greater than 500 square feet. If part of the dwelling unit and an accessory building are devoted to a home occupation, no more than 1,000 square feet of combined gross floor area shall be used for such activity.
<b>4</b>	<b>Alterations to the Dwelling:</b> The exterior appearance of the dwelling and any accessory building used for such activity must remain that of a dwelling, or accessory use to a dwelling. No external alterations inconsistent with the residential use of the dwelling or accessory building are permitted.
<b>5</b>	<b>Parking of Vehicles:</b> Vehicles kept on site in association with the home occupation shall be used by residents only. Only vehicles used primarily as passenger vehicles shall be permitted in connection with the conduct of the home occupation. Incoming vehicles related to the home occupation, if any, shall at all times be parked off-street within the confines of the residential driveway or other on-site permitted parking.
<b>6</b>	<b>Visits of Patrons Limited:</b> There shall be no nonresident persons on the premises in conjunction with the home occupation, except for family day care homes. Home occupations including medical, professional or personal services uses involving visits by patrons shall require special use approval from the governing body and shall be limited to no more than two (2) nonresident persons on the premises at the same time in conjunction with the home occupation whether they are students, clients, patients, or customers.
<b>7</b>	<b>Transportation of Goods and Deliveries:</b> The transporting of goods by truck in connection with a home occupation is prohibited. There shall be no goods, products or commodities received on the premises; provided, however, that this provision shall not prevent the non-routine delivery of packages by Federal Express, United Parcel Service, or other commercial carrier.
<b>8</b>	<b>Equipment, Off-site impacts, and Nuisances:</b> No home occupation shall generate traffic, sound, smell, vibration, light, or dust that is offensive or that creates a nuisance. There shall be no exterior lighting of the building or property that is not in character with a residential neighborhood. No equipment that interferes with radio and/or television reception shall be allowed. Home occupations must exclude the use of machinery or equipment that emits sound (e.g., saws, drills, musical instruments, etc.) that is detectable beyond the property. Chemical, electrical, or mechanical equipment that is not normally a part of domestic or household equipment and which is used primarily for commercial purposes shall not be permitted.

9	<b>Signs Prohibited:</b> There shall be no signs permitted in conjunction with a home occupation, whether placed on the premises or on a vehicle parked on the premises. This Section shall not be construed as limiting a property owner from erecting signs permitted on the lot pursuant to Article 9-18 of the Unified Land Development Code.
10	<b>Employees and Licenses:</b> Only occupants of the dwelling shall be authorized to work on the premises in connection with a home occupation. Any occupational licenses, including business registrations, required by state and/or city regulations must be obtained. Proof of state registration, if required for the home occupation, shall be submitted prior to the issuance of a business registration.
11	<b>Display, Stock-in-Trade, Sales, and Storage:</b> There shall be no display, and no stock-in-trade nor commodity sold on the premises, in connection with a home occupation, nor shall there be any activity associated with the home occupation visible outside the dwelling. There shall be no exchange of merchandise of any kind on the premises. Incidental storage of products which must be mailed/shipped to the customer/recipient is permitted, within the physical limits of the home occupation as established in this Chapter.
12	<b>Approval:</b> All home occupations shall be subject to the Community & Economic Development Director approval. The applicant for a home occupation shall file for approval from the Director on this form. Information required by the Director to approve a home occupation may include but shall not be limited to the following: (a) Address and reference to recorded plat. (b) A site plan of the lot on which a home occupation is proposed, showing the location of the principal building, accessory building if proposed to be used in conjunction with the home occupation, and parking areas. The Director may require the site plan to be based on a boundary survey or on an engineering scaled plat. (c) Written narrative which shall at minimum describe the home occupation (use), hours of operation, and generally how the home occupation complies with this Chapter.

**Applicant’s Certification**

I hereby certify that I have read the above conditions and agree to comply with each requirement for as long as the business is conducted at this location.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date Signed

**Home Occupation Affidavit Issued By:**

\_\_\_\_\_  
Department Staff Signature

\_\_\_\_\_  
Date Signed

**Staff Comments**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the affidavit and submit via email along with a copy of your current driver’s license to [Planning@GainesvilleGA.gov](mailto:Planning@GainesvilleGA.gov) or in person at the Gainesville Community & Economic Development Department at 311 Henry Ward Way, 1<sup>st</sup> Floor in downtown Gainesville.