

# TROUP COUNTY GEORGIA

# **Guide to Starting a Business in Troup County**

Updated August 1st, 2025

# **STARTING YOUR BUSINESS**

# IN TROUP COUNTY

Troup County is a great place to live, work, and play. Troup County boasts a diverse economy and offers a wide variety of living options. The Board of Commissioners and staff have worked with and listened to the citizens of Troup County, who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

Starting your own business is about coming up with a great idea, conducting market research, writing a business plan, securing financing, determining the structure of your business, setting inventory levels, and marketing your business. Starting your own business can feel like a daunting task. Here in Troup County, we are committed to providing exceptional customer service which is why we would like to educate you on steps that should be taken as you begin this journey.



Adaleigh's Nursery



# IN OUR GUIDEBOOK

# troupcountyga.gov

This guidebook along with links to all the required forms, a copy of the ordinance and other valuable information is available 24/7 online!



Troup County's definition of Business license: The documents evincing payment of the occupation tax and fees due under chapter 50, also referred to as the occupational tax certificate.



The step-by-step process to be compliant with the ordinance in operating your business - we will walk you through it!



Contact information for all the key staff and departments who are here to help you through the process.



All the forms, policies, ordinances and other documents to make sure you are well informed about conducting a home-based business.

# STEPS TO OBTAINING YOUR OCCUPATION TAX CERTIFICATE / BUSINESS LICENSE



Home Occupation: Sections 1 & 2 Pages 7 & 16

Commercial: Section 2

Page 16

Food Truck: Section 3

Page 21

# FREQUENTLY ASKED QUESTIONS

Is an Occupational Tax Certificate / Business license required to operate a business from a residence?

Yes, Troup County requires an Occupation Tax Certificate / Business License for all businesses.

How do I obtain a license to start a business in Troup County?

Contact the Community Development office to obtain the required applications or apply via: <a href="https://permitting.schneidergis.com">https://permitting.schneidergis.com</a>. A review fee is required: Home Occupation Certificate – Administrative Review is \$100.00 or Review by the Board of Commissioners \$300.00; New Business License Application or Food Truck Application – Review fee is \$200.00.

Why would a Home Application Certificate need to be approved by the Board of Commissioners?

If the business type is not listed on the approved business permitted within the residential zoning.

Where can I find the Occupational Tax Certificate / Business License ordinance (Chapter 50):

https://troupcountyga.gov/Building/Ordinances

Where can I find the Home Occupation Ordinance?

The complete ordinance can be found on page at the end of this guidebook, pages 11-15.

Does the zoning of my property allow a home occupation business?

The application process ensures the business adheres to Troup County's zoning ordinance, which dictates limitations on the type of business, signage, exterior modifications, and the extent of business activity within the residence. Residential zoning designations are 01-AG, 01-AGR, 01-LR, 01-SU-R, SU-VL and UR-VL.

### How many employees are allowed per Home Occupation?

**Parcels 2 acres and under:** On-site employment for the residential home occupation/business is limited to residents of the household. **Parcels over 2 acres:** On-site employment (including contract employment) for the residential home occupation/business is limited to residents of the property and not more than two additional persons.

#### Where can I find the Food Truck ordinance?

The complete ordinance can be found on pages 27-28.

### What do I need to operate a Food Truck?

A completed Mobile Food Vendor License, Environmental Health Department permission, Fire Marshal inspection and all documents requested by Troup County Community Development office. Some Food Truck vendors may need to obtain a Criminal History. See page 21.

#### What about complaints?

Citizens can call E-911 non-emergency number (706) 883-1700 to report a complaint after normal business hours, weekends and holidays. During normal business hours, 8:00 am to 5:00 pm citizens can contact the Troup County Marshal office (706) 883-1627, Monday thru Friday. All complaints will be documented, and contact will be made with the business owner to help resolve the concern. If the complaint is not resolved, the owner may be issued a violation, a citation, or may have the Occupational Tax Certificate / Business license revoked by the Board of Commissioners.



Convenience Store & Gas Station



Hog Heaven

# Section 1

# Home Occupation Certificate

Many successful businesses such as Microsoft and Apple began in homes. The Home Occupation Business License Certificate offers the ability to operate a start-up business or an established business from a residential property, while still protecting neighborhood property values and the residential character of the community. Permitted and restricted home occupations and/or business operations were created for residential zoning districts to help balance these interests. Some business operations are just not suitable for residential areas. These business types should be located in a commercial and/or industrial zoning district. Also, some businesses may outgrow the provisions of the Home Occupation Business License Certificate. Business owners and operators should plan for future growth and move their business operations to a more appropriately suited commercial and/or industrial area, when that time comes.







# HOME OCCUPATION CERTIFICATE APPLICATION CHECKLIST

Before starting your Home Occupation Certificate application, please review the questionnaire below:

Are you the owner of the property in question? A property owner's permission form will be required you are not the property owner (see Community Development office for a copy of the form).	uired if
Is the property governed by restrictive covenants? Restrictive covenants are legally binding upon property owners referenced on the deed or subdivision plat, including subsequent owners, for the period as established on the deed or plat. Since they are private agreements or contracts and Troucounty is not a party to the covenant, only the parties subject to the covenants may enforce them Troup County cannot enforce private covenants. For information about obtaining a copy of subcovenants, please contact your Homeowners' Association or the Deeds & Record's Office of the of Superior Court located at the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.	e time up n. division e Clerk
Does your state identification show your current address?	
If you are not a citizen of the United States, do you have the appropriate identification? (Alien registration card, work visa, etc.)	
Did you fully complete a Home Occupation Certificate application (applications can be found at end of this guide).	the
Is the application to operate a Food Truck? Please see the instructions on page 21.	

THE APPLICATION FOR A HOME OCCUPATION CERTIFICATE DOES NOT ENSURE A LICENSE WILL BE ISSUED.

# HOME OCCUPATION CERTIFICATE INSTRUCTIONS, APPLICATION & ORDINANCE

#### **Instructions:**

- Please read the full application carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for a Home Occupation Business License Certificate, and it shall be submitted to the Troup County Community Development office. This application does not ensure a license will be issued.
- We will complete the administrative review as timely as possible. Please allow a minimum of 72 hours. If it is determined that a Board of Commissioners (BOC) review is necessary, the application is considered complete upon payment of the additional BOC review fee.

#### **Applicant Information:**

- Applicant This is the person completing the application. The applicant should be the proposed business operator. Provide the mailing address and phone number.
- Business Name The legal name of the business.
- Business Description Describe the nature of the business and/or the type of business activities.
- Employees The number of employees living in the residence and the number living off-site, who come to the residence for work.

#### **Subject Property Information:**

- Assessor Parcel Number (APN) Available from your deed, online property tax bill at
   <a href="http://troupcountyga.org/Departments/Property\_Appraisal">http://troupcountyga.org/Departments/Property\_Appraisal</a>, or at the Property Appraisal Office located at the Troup County Government
   Services Center.
- Street Address and Zip Code The physical address for which the Home Occupation Business License Certificate will be issued.
- Acres -The lot size of the subject property. The individual lot that the APN identifies will be considered. Adjacent properties cannot be combined to achieve a total number of acres. The Property Record Card (PRC) is considered the official record.
- Property Owners Name and Mailing Address Provide information for the property owner. If the applicant is the property owner, you may provide an alternate mailing address in this space. The PRC is the official record to determine the owner of record. The owner must sign the application.
- Zoning District The one according to the Troup County Official Zoning Map at the time of the application.
- Present Use List all present uses, include the residential use and any other previously approved special or conditional uses.
- Do you reside in the home Do you or will you live in the residence of the subject property? You may be asked to provide evidence of occupancy.
- Zoning and Use of Adjacent Properties For every property that borders the subject property, list the current zoning district and the current use of the property (residential, commercial, vacant, church, school, etc.).
- Accessory Buildings List of all accessory buildings that will be used in conjunction with the Home Occupation and its total square feet.
- Business Vehicles List each vehicle and its weight according to the Georgia Department of Driver Services.
- Required Licenses Does the occupation require a state or federal license to operate?
- Sales Does the occupation involve sales and sales taxes? If so, do you have a current Georgia Sales Tax Certificate?
- Businesses Operated at this Location Provide the number of any other businesses operated at the proposed address.
- Name and Signature Your printed name and signature indicate that you've read the Home Occupation materials and understand the restrictions and conditions. If you are not the property owner, have the owner sign on Property Owners Name.
- Additional Information Please use an additional piece of paper to provide any necessary and/or important information that may not fit in the space provided or was not required as part of the application.

# **Home Occupation Certificate Application**



Community Development 100 Ridley Ave, Suite 1300 LaGrange, GA 30240



Date

Phone: (706) 883-1650 Fax: (706) 883-1653

Case #				Fee Paid \$			Α	Application Date			Receipt #/By		
HO-				☐ Review: \$100.00							# /		
	□ BOC: \$300.00							#	/				
	Please read the following and attached materials before applying.												
	DISCLAIMER: A Home Occupation Certificate or associated Business License does not usurp any applicable covenants, lease agreements, local, state or federal												
_	laws or regulations associated with the occupation. Before you apply, please read the list of all pre-approved and prohibited Home Occupations, as well as the regulations for each zoning district where the business is to be located. Home Occupation Business License Certificate Records are valid only for the approved												
•							•					aintained by the Troup	,
County Property App								,		, ,		,	
, , , , , , , , , , , , , , , , , , , ,	APPLICANT INFORMATION												
Applicant'	's Name			М	ailing A				City/Sta	ite/Zip		Phone #	
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Business N	lame		Business	Descriptio	n:			l			Emp	loyees	
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				SUBJECT PF	ROPERT	Y INFORM	ATION						
Assessor Parcel	l Numbe	r	Street	Address (st	treet na	me if no a	ddress)		City	/Zip		# Acres	
	-												
Total Squar	e Feet		Sa. Ft.	for HO		If ren	ted. provide	the o	wner's na	me and	mailing	g address below	
7 0 0 0 1 0 1						(Owner must sign or authorize property use for business)							
Property Owner's N	Name			Mailing Address			City/St/Zip			Phone			
Zoning		Pre	esent Use			,	ı checked	□ Ye		Do you		□ Yes	
District						for covenants?			0	reside i	n	□ No	
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North			S	outh		East						West	
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Accessory buildings	s to be u	sed, if a	iny and So	ı. Ft:		Business Vehicles							
						Vehicle:				Ū	Weight:		
						Vehicle:	64	Weigh					
LIST a	ny requir	rea Lice	nses			e sales		Sales T	•	Any	otner i	Businesses Operated at	
5				, _N		olved?		rtificat		, ,		address?	
Do you presently h	ola requ	irea lice	enses: ⊔\	res □No	Y€	es 🛮 No	⊔ Y	es 🗆	No	Yes 🛘		, how many?	
By signing this application, you affirm that the information			Print	Name			Signature			_			
Provided is factual to	the best	of your	knowledge	·.									
					Of	fice Use Oi	nly Below						
REVIEW		_	ministrativ		□ A <sub>I</sub>	pprove	Admin	lministrator/Date				Туре	
		Requi	res BOC	Yes □ No	□ D	,				□ < 2	acres	☐ 2 + acres ☐ Farm	
BOZAPC	Date	e:				Approv	ve 🛮 Deny			Vote:	/		
BOC	Dat/	٥٠				Π Δnnro	ve 🛮 Deny			Vote:			
DOC	Date:			- Approv	ve a belly			vole.	,				

Signature

CHAIRMAN

Name

### Home Occupation Business License Certificate Affidavit

Applicant: Address:	
I understand the Troup County Zoning Ordinance, listed below, that I must follow to	
operate a business from my residence. Please sign & date here to acknowledge:	
Sign: Date:	

#### ARTICLE B.7. SUPPLEMENTAL USE STANDARDS, Sec. B.7.3. Accessory uses.

#### (6) Home Occupations.

The purpose of this ordinance is to allow residents to operate home occupations while preserving the residential character of neighborhoods. This ordinance aims to strike a balance between economic opportunities for residents and the need to maintain the integrity of residential districts. Home occupations may be permitted in residentially zoned districts, according to the standards for the zoning district of the proposed location of the business activity. Each residentially zoned district shall have home occupations permitted as listed in the following subsections. Any home occupation not listed in the following subsections must be approved by the Troup County Board of Commissioners after an application for a home occupation is received and the required fees are paid, as posted in the Troup County Community Development Department. The application shall be presented to the Board of Zoning Appeals/Planning Commission for recommendation to the Board of Commissioners for final approval.

- (a) A home occupation may only be approved on a lot or parcel where a house exists or where a building permit has been submitted for the construction of a house that includes a designated space for the proposed home occupation. The building permit must clearly indicate the area within the dwelling that will be used for the home occupation. Home occupations do not run with the land and are specific to the applicant. If a home occupation is discontinued for more than six months, the required business license is not renewed, or the property changes ownership, a new application and approval are required to continue the home occupation.
- (b) A change in residence requires an approved home occupation application for each new location.
- (c) Home Occupation certificates will be evaluated at each business license renewal to ensure that conditions such as the number of employees, acreage, square footage, and equipment or inventory storage remain compliant. It is the responsibility of the owner of the home occupation to notify the Troup County Community Development Department of any changes to the business information, including but not limited to location, expansions, operational modifications, or any other pertinent changes that may affect compliance with the home occupation regulations. (d) Home Occupations involving sales must provide a current Georgia Sales Tax certificate prior to a business license being issued.
- (e) Home Occupations conducted in residential units in non-residential zoning districts shall comply with the regulations applicable to that district.
- (f) Home occupations that require storage of equipment, where permitted, shall be in an enclosed structure not visible from the public or private street.
- (g) No home occupation certificate shall be issued in a CRVP.
- (h) It is the sole responsibility of the owner of the home occupation to ensure full compliance with all applicable local, state, and federal regulations, including but not limited to business licensing, taxation, health and safety requirements, and any industry-specific regulations. Failure to comply may result in revocation of the home occupation certificate and/or other enforcement actions as permitted by law.

(g) Upon finding extenuating circumstance regarding a home occupation certificate application, the Community Development Director may require board of commission consideration. In such cases, the application date shall be considered the date of the Community Development Director's review as so dated on the application.

#### (6.1) Residential Home Occupations (two (2) acres and under).

Home occupations located on lots of 2 acres or less shall not create adverse impacts on the surrounding community, including but not limited to increased traffic, noise, odors, or discernible alterations to the residential character of the property, including but not limited to structural modifications, signage, the presence of commercial vehicles, outdoor storage, or any other business-related activities that would indicate a non-residential use that are inconsistent with a residential area.

The conduct of business in single-family medium density (SU-R), lakeside residential (LR), mobile home parks (SD-MH), multi-family (MFR), and unrestricted subdivision (USD). Other districts include:

Agricultural/Residential District (AGR), Rural Residential (RR) or Lakeside Residential (LR), and Agricultural (AG). When subject parcels are under two acres, the provisions of this section shall apply regardless of zoning district. It is the intent of this section to ensure the following:

- 1. The compatibility of home occupations with other uses permitted in residential zoning districts;
- 2. The maintenance and preservation of the character of residential neighborhoods and the preservation of peace, quiet, and domestic tranquility within all residential neighborhoods.

# (6.1-1) Residential home occupations, where permitted on lots 2 acres or less, must meet the following special requirements:

- (a) A home occupation is subordinate to the use of a dwelling unit for residential purposes. No more than 25 percent of the total square feet as recorded on the property record card of the dwelling unit may be used in connection with a home occupation or for storage purposes in connection with a home occupation.
- (b) No more than two home occupations shall be permitted within a single dwelling unit.
- (c) On-site employment for the residential home occupation/business is limited to residents of the household.
- (d) A home occupation shall produce no noise or obnoxious odors, vibrations, glare, fumes, or electrical interference detectable to normal sensory perceptions outside the principal structure.
- (e) No traffic shall be generated by such home occupations in greater volume than would normally be expected in a residential neighborhood. No more than one parcel delivery is permitted per day.
- (f) There shall be no exterior indication of the home occupation or variation from the residential character of the principal use.
- (g) No business-related vehicle larger than a van, panel truck, or pickup truck is permitted to park overnight on the premises. The number of business-related vehicles is one. All business-related vehicles shall be parked in the rear of the premises and within an enclosed area. No home occupation related vehicle shall include any of the following: contractor's equipment or other heavy equipment regardless of weight, a garbage truck, trailer, tractor or trailer of a tractor-trailer truck, dump truck, tow truck, passenger bus, cement truck, and step vans or any vehicle used to carry hazardous materials.
- (h) A residential home occupation shall be carried on wholly within the principal dwelling. No residential home occupation shall store goods, materials, or products connected with a home occupation in accessory buildings or garages that are attached or detached.
- (i) Home occupations shall not have customers or clients visit the site unless specifically permitted under Section 5.1-1(j)

- (j) Permitted residential home occupations:
  - i. Design services;
  - ii. Art studio (where no more than one model at a time);
- iii. Consulting services;
- iv. Off-site sales (pharmaceutical, etc.);
- v. Direct sale product distribution (Amway, Avon, Mary Kay, Tupperware, etc.) provided there is no production on premises;
- vi. Drafting and graphic services;
- vii. Dressmaking, sewing, tailoring, contract sewing (one machine);
- viii. Engineering office;
- ix. Music Classes limited to 4 students at a time
- x. Realtor or real estate appraiser office as allowed by the State of Georgia;
- xi. Writing, editing, resume services, computer programming;
- xii. Photography studio (no more than one client at a time for on-site models);
- xiii. Tutoring;
  - 1. limited to indoor instructional services
  - 2. limited to four students at a time;
- xiv. Any occupation conducted solely via telecommunications technology;
- xv. Cottage food operator as defined and licensed by the Georgia Department of Agriculture (for clarification, a cottage food operation does not include any farm business/operation that is not subject to local government regulation by federal or state law);
- xvi. Home Office, a home occupation that functions solely as an office for a business, and/or where all physical work occurs off-site, is permitted, provided that:
  - 1. The home office may be used for occupations not otherwise permitted in the district, including but not limited to:
  - 2. Professional consulting
  - 3. Administrative work
  - 4. Freelance or independent contracting services
  - 5. Online business operations without on-site inventory storage
  - 6. Small contractors whose work is performed off-site may operate from a residential property for administrative purposes, such as paperwork, phone calls, and mail. However:
  - 7. No off-site employees, subcontractors, or customers may visit, work, assemble, or park at the residence.
  - 8. No contractor-owned equipment may be parked, stored, assembled, repaired, or maintained on-site.
  - 9. Business-related vehicles are strictly prohibited from being parked at the residence where the home office or home occupation is located, except for the one vehicle permitted under Section 5.1-1(g).
  - 10. No business-related storage of materials, equipment, or inventory is allowed at the residence.
  - 11. Proof of off-site storage and parking arrangements in a properly zoned location must be provided upon request.
- xvii. Any other similar occupations not listed here that may be approved by the Community Development Director upon the finding of no adverse impacts to the surrounding neighborhood.
- (a) Prohibited residential home occupations:
  - i. Any business involving the use of hazardous materials
  - ii. Vehicle repair, body work, or painting
  - iii. Junkyards
  - iv. Storage

#### 6.2 - Residential Home Occupations (over two (2) acres).

The conduct of business in single-family medium density (SU-R), lakeside residential (LR), unrestricted subdivision (USD), Agricultural/Residential District (AGR), Rural Residential (RR) or Lakeside Residential (LR), and Agricultural (AG) when subject parcel is over two acres shall be permitted under the provisions of this

section. It is the intent of the section to ensure the compatibility of rural residential home occupations with other uses permitted in lower density residential districts; maintain and preserve the character of the area and not create a nuisance for residents in the area through excessive traffic, smoke, or noise or through the creation of a fire hazard. Any residential home occupation applied for but not specifically stated in sections 5.1-1 and 5.1-2 shall be required to obtain approval from the Troup County Board of Commissioners with a recommendation from the Troup County Board of Zoning Appeals/Planning Board unless otherwise provided in this ordinance.

- (a) The residential home occupation shall be clearly subordinate to the principal use of the parcel and shall not change the residential character of the area. No more than 25 percent of the heated square feet of record on the property record card in the property appraisal office of the principal dwelling shall be used in connection with the home occupation or storage purposes.
- (b) The residential home occupation shall be conducted within a dwelling or within an accessory building, provided all structures are harmonious in appearance with the district in which it is located.
- (c) One accessory building not exceeding 1,000 square feet may be used in connection with the rural home occupation.
- (d) The business of selling stocks of merchandise, supplies, or products shall not be conducted on premises except under the following circumstances:
  - i. Orders previously made by telephone or at sales parties may be filled on premises; and Internet sales, offsite trade-show sales, mail order, etc.
  - ii. Incidental retail sales as may be necessary or in connection with the permitted home occupation that can be stored inside the residence or accessory building.
- (e) The existence of the residential home occupation shall not be apparent outside the dwelling or accessory building where the residential home occupation is conducted, except that one un-lighted sign limited to nine square feet of sign area shall be permitted. The sign added to all other signs on the parcel shall not exceed the maximum signage allowed in the district. No sign shall obstruct the view of roadway traffic. All signs must be at least 20 feet from any property line and ten feet from any right-of-way line.
- (f) No out-of-doors storage of materials, products, equipment, or vehicles used in the conduct of the residential home occupation, other than trade vehicles, is permitted unless an accessory building is used to house the equipment, materials, or vehicles.

A residential home occupation-related vehicle is a passenger motor vehicle or light-duty truck with a gross vehicle weight of less than 10,000 pounds as registered by the Georgia Department of Motor Vehicles. Residential home occupation-related vehicles include any of the following: a contractor's equipment or other heavy equipment regardless of weight, a garbage truck, trailer, tractor, or trailer of a tractor-trailer truck, dump truck, tow truck, passenger bus, cement truck, and step vans.

- (g) On-site employment (including contract employment) for the residential home occupation/business is limited to residents of the property and not more than two additional persons.
- (h) Permitted residential home occupations are as follows:
  - i. All occupations permitted in section 6.1;
  - ii. Agricultural Equipment Repair: Machine and mechanical repair is permitted as a home occupation only for vehicles, equipment, and machinery used in agricultural work. Such use is only allowed on lots of 5 acres or larger. Any structure or area used for repair must be set back a minimum of 200 feet from all property lines and must be screened to ensure it is not visible from any road or adjacent property.
  - iii. Appliance repairs (as long as an accessory building is capable of storing all equipment and appliances);

- iv. Barber shops/beauty shops (limited to two stations) provided there is sufficient room on the lot for parking of client vehicles (one space for each station, plus one handicapped space) and the operator has a Georgia State License to cut and style hair, whether a barber or beautician;
- v. Carpentry;
- vi. Ceramics;
- vii. Contracting, masonry, plumbing, painting, electrical, general;
- viii. Upholstery;
- ix. Artist studio;
- x. Pet grooming/boarding/kennel and operator has a Georgia State License from the Georgia Department of Agriculture;
- xi. Any other business as may be approved by the Community Development Director upon finding that the proposed rural home occupation does not pose adverse impacts to the surrounding neighborhood.
- b. 6.3 Prohibited residential home occupations include, but are not limited to:
  - i. Ambulance service;
  - ii. Wrecker and tow truck service;
  - iii. Restaurants, food preparation for catering or distribution;
  - iv. Veterinary services;
  - v. General automobile repair, parts sales, upholstery, or detailing, washing services.

I hereby certify that I have read the above conditions, and agree to comply with each requirement, as well as, all applicable Troup County Code Ordinances, as long as the business is conducted at this location.

Please sign	n & date here to acknowledge:	
I ICUSC SIGI	in the date mere to define wreager	

# **SECTION 2**

# OCCUPATIONAL TAX CERTIFICATE / BUSINESS LICENSE APPLICATION CHECKLIST & APPLICATION

A Business License & Occupational Tax Certificate must be obtained before your business can be opened. Please note that it may take 7-10 business days for the review and inspection process.

#### **Commercial & Residential:**

- Completed Troup County "New Business License & Occupational Tax Certificate Application Form" and all other attached documents that are required.
- Copy of your Commercial Lease Agreement or submit Proof of Ownership of your new business location. If the application is for a Homeowner's Certificate, provide a copy of the property owner's permission form or show proof of ownership.
  - Copy of your Driver's License or a copy of your Permanent Resident Card.
- Copy of your Sales Tax ID # or a copy of your Social Security #.
- Copy of your State of Georgia Professional / Trade License (if applicable).

#### Commercial Only (to include Personal Care Homes, Day Care, Food Truck):

- Comply with all Troup County Fire Department inspection requirements and obtain a Final Inspection from the Fire Marshal
- Comply with all Troup County Community Development inspection requirements and obtain a Final Inspection from the Building Official.
- Meet all Troup County Health Department Food Service Permit requirements (if applicable).
- Meet all Troup County Beer & Wine License requirements (if applicable).
- Meet all State of Georgia Department of Agriculture Permit requirements (if applicable).
- Meet all Buffer & Screening requirements (if applicable).
- \_\_\_Meet all FEMA Flood Zone & Flood Damage Prevention requirements (if applicable).
- Meet all Airport Zoning District requirements (if applicable).
- Meet all Supplemental Regulations for certain Permitted Land Uses (if applicable). (Examples: Pool/Billiard Room, Junk Yard, Salvage Operation, Amusement Center, Entertainment Establishment, Towing/Wrecker Service, Personal Care Home, Child Day Care, etc.)

Please return all completed applications, forms, documents, and/or required paperwork to the Troup County Community Development (706-883-1650).

# **Troup County Board of Commissioners**



Community Development 100 Ridley Avenue LaGrange, GA 30240 Telephone: (706) 883-1650 Fax: (706) 883-1653



License #	Fee Pa	id\$	Application	Date	Receipt #		Ву		
	☐ License Fee:								
New Business License & Occupational Tax Certificate Application Form									
	Busine	ss Information	1			Busin	ness Type		
Business Name:					Sole Pro	orietor:			
DBA / Trade Name	<b>:</b> :				Partnersh	nip:			
Nature of Business	Description:				Corporat	ion:			
Federal Employer I	dentification # (FI	EIN #):			LLC:				
Sales Tax ID # or S	Social Security #:				Other				
State of Georgia Pr	ofessional / Trade	License #:							
Bu	siness Physical	Location			Mailing Ac	ddress (if d	ifferent)		
Address:	-		A	ddress:	_		·		
City:			C	ity:					
State:	Zi	p:	S	tate:		Zip	:		
Phone:			C	ontact Na	ame:				
Assessor Parcel Nu	mber (APN):		C	ontact Pl	ione:				
Do you Rent or Ow	n this location?		C	ontact Er	nail:				
	Business Ow	ner			Appli	cant/Mana	ger		
Name:			N	ame:					
Address:			A	Address:					
City:			C	ity:					
State:	Zi	p:	S	tate:		Zip	:		
Phone:			P	Phone:					
Email:			Е	Email:					
			Owner / Agent	Signatu	re				
I certify that I am the correct.	ne Owner / Agent	of this business	and that all inf	ormation	provided, as part	of the appli	cation, is true and		
Signature of Owner	r / Agent:				Dat	e:			
		Office	e Use Only - E	Below Th	nis Line				
Buffer & Screening	Requirements:								
FEMA Flood Zone	& Flood Damage	Prevention Red	quirements:						
Airport Zoning Dis	trict Requirements	s:	_						
Supplemental Regu									
Troup County Heal	Troup County Health Department Permit Requirements:								
State of Georgia De	epartment of Agric	ulture Permit R	Requirements:						
		Office	e Use Only - E	Below Th	nis Line				
Planning & Zoning	(706-883-1650)	Fi	re Marshall		Building Officia	1 (706-883-1	1650)		
Approved: I	Denied:	Approved:	Denied:		Approved:	Denied:			
Zoning Class:		Comments:			Comments:				
Permited Use?									
By:	Date:	By:	Date:		By:	Date:			

Thank you for doing business in Troup County! Best of luck with your new business!

# Affidavit Verifying Status

# For Troup County Public Benefit Application

By executing this affidavit under oath, as		_
Occupation Tax Certificate, Alcohol Lices	The state of the s	
1, I am stating the following with respect		y (circle one) Business License &
Occupation Tax Certificate, Alcohol Lices	nse, or other Public Benefit for	
Occupation Tax Certificate, Alcohol Licer (Name of the person applying on behalf o	f individual, business, corporation, p	partnership, or other private entity)
as a representative of	(Name of the	business, corporation,
partnership, or other private entity).		
1)I am a United States Citize	en (18 years of age or older).	
OR		
or non-immigrant under the Federa Years of age or older) and lawfully	ident (18 years of age or older) or I a al Immigration and Nationality Act ( y present in the United States. *** A f Homeland Security's SAVE progra	18 All persons that check this must be
2)Must provide a copy of a	Secure & Verifiable Document.	
In making the above representation under makes a false, fictitious, or fraudulent stat Code Section 16-10-20 of the Official Code	ement or representation in an affidav	
	Signature of Applicant:	Date:
	Printed Name:	
	***	
SUBCRIBED AND SWORN BEFORE ME ON THIS THEDAY OF, 20	Alien Registration number f	or Non-Citizens
Notary Public		

<sup>\*\*\*</sup>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.

# **E-VERIFY AFFIDAVIT**



Private Employer Affidavit Pursuant to O.C.G.A. §36-60-6(d)

By executing this af	ffidavit under oat	h, as an applica	nt for a Troup Co	ountyBusin	ess License
•	•				siness) as referenced in
O.C.G.A.§36-60-6(				private employer k	
				(company name &	applicant name) verifies
one of the following	ng with respect	to the applicat	tion for the above	ve mentioned docum	ent:
	On January 1st of the over selected 1 (a),			a, or corporation employed	more than ten (10) employees.
(b)	On January 1st of the	below signed year	r, the individual, firm	, or corporation employed	ten (10) or fewer employees.
provisions ar		shed in O.C.G.A	. §36-60-6(a). The u	indersigned private employ	ordance with the applicable yer also attests that its federal work
	orization User Identify y ID / E-Verify Num			Date Authori	ized
	lent statement or	representation i			y and willfully makes false, tion of O.C.G.A. §16-10-20, and
Executed on the	date of	, <mark>20</mark>	in	(City)	(State)
Signature of Authoriz	ed Officer / Agent	of Company	Printed Name of	of and Title of Authorized	Officer / Agent
SUBSCRIBED AND SV	WORN BEFORE MI	E ON THIS THE			
DAY OF		, 20			
DAY OF		, 20			

# **Troup County Board of Commissioners**



Community Development 100 Ridley Avenue LaGrange, GA 30240

Telephone: (706) 883-1650 Fax: (706) 883-1653

#### BUSINESS LICENSE & OCCUPATIONAL TAX CERTIFICATE FEE SCHEDULE

In accordance with Georgia State Law, House Bill 362, county business license fees have been restructured. Please review the chart below and enclose the appropriate fee for your particular size of business.

#### Please make the check payable to: "Troup County".

<b>Business or Practitioner</b>	<b>Employees</b>	License Fees		Admin Fees		<b>Total Fees</b>
0 - 5		\$125.00	+	\$40.00	=	\$165.00
6 - 10		\$150.00	+	\$40.00	=	\$190.00
11 - 15		\$225.00	+	\$40.00	=	\$265.00
16 - 30		\$350.00	+	\$40.00	=	\$390.00
31 - 50		\$500.00	+	\$40.00	=	\$540.00
51 - 75		\$750.00	+	\$40.00	=	\$790.00
76 - 100		\$1000.00	+	\$40.00	=	\$1040.00

Plus \$10.00 per Each Employee Over 100

Please use this as an example.

- 2 Part-Time Employees = 1 Full Time Employee.
- 5 Part-Time Employees = 2 Full Time Employees.

Beer & Wine Licenses		<u>License Fees</u>	<u>L</u>	icense Fees
Retail Package License:	Beer	\$500.00	Wine	\$400.00
Retail Pouring License:	Beer	\$500.00	Wine	\$400.00
Wholesale Distributors License:	Beer	\$500.00	Wine	\$500.00
Alcoholic Beverage Catering License:	(Beer and Wine)	\$100.00 Total		
Farm Winery License:	Operating Premises	\$200.00	Tasting Room	\$100.00 Each
Farm Winery Retail Package License:	Beer	\$50.00	Wine	\$50.00
Farm Winery Retail Pouring License:	Beer	\$50.00	Wine	\$50.00
Entertainment License:		\$250.00 Each		

<sup>\*\*\*</sup>Under the New Georgia State law, businesses operating within the State of Georgia are responsible for purchasing a license in the jurisdiction in which the business is located. However, business owners outside the State of Georgia will be responsible for obtaining a license in the jurisdiction in which work is being conducted.

<sup>\*\*</sup>NOTE\*\* Part Time Employees:

# FOOD TRUCK CHECKLIST & Section 3 APPLICATION

Before submitting your application, please ensure that the following documents are attached.

☐ Valid Mobile Food Service Operation Permit from the Georgia Department of Agricultur	re
(NOTE: Ice Cream Trucks Only)	
☐ Valid Mobile Food Service Operation Permit from the Troup County Health Department	t
□ Proof of Current "Food Vendors \$1,000,000,000 Liability Insurance" with the Troup	
County as an additional insured	
☐ Completed Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d) (see page 18)	)
☐ Completed Affidavit Verifying Legal Immigration Status Pursuant to O.C.G.A. § 50-36-	-1
(see page 19)	
☐ Food Service Permit* (ServSafe, etc.)	
☐ Business Name Registration if LLC, Partnership, Corporation	
☐ Driver's License + Perm resident card / employment authorization card if non-citizen	
Criminal History Background check (ice cream, snow cone and shave ice vendors only).	
Contact Community Development for directions, (706) 883-1650.	
Renters: Property Owner's Permission Form (see Community Development Office)	



# **Troup County Board of Commissioners**



Community Development 100 Ridley Avenue LaGrange, GA 30240 Telephone: (706) 883-1650 Fax: (706) 883-1653



e z e k e i k		•							
License # F	ee Paid \$	Applic	ation Date	Receipt #	Ву				
	Inspecton Fee: \$100.00	)							
	Fire Marshal Fee: \$100								
	License Fee:								
Mobile Food Vendor's Li	icense & Occupational 1	Tax Certific	ate Applicatio	n Form					
Business Information	·			Business Ty	pe				
Business Name:				Sole Propriet					
DBA / Trade Name:				Partnership					
Nature of Business Descrip	otion:			Corporation					
Federal Employer Identific	ation # (FEIN #):			LLC					
Sales Tax ID # or Social Sec	curity #:			Other					
State of Georgia Profession	nal / Trade License #:			<u>.</u>	·				
Business Physical Location	on	Maili	ng Address (if	different)					
Address:		Addre	ss:						
City:		City:							
State:	Zip:	State:		Zip:					
Phone:		Conta	ct Name:						
Assessor Parcel Number (A	APN):	Conta	ct Phone:						
Do you Rent or Own this lo	ocation?	Conta	Contact Email:						
Business Owner		Appli	Applicant / Manager						
Name:		Name	:						
Address:		Addre	ss:						
City:		City:							
State:	Zip:	State:	State: Zip:						
Phone:		Phone	Phone:						
Email:		Email							
Owner / Agent Signature									
I certify that I am the Own	er / Agent of this business	and that al	l information p	rovided, as part of	the application, is true and				
corrent.									
Signature of Owner:				Date:					
Office Use Only - Below									
Planning & Zoning	Approved: De	nied:	By:		Date:				
Fire Marshall	Approved: De	nied:							
ection 2: Mobile Vend	ling Unit Information								
ection 2. Widdie Venc	anig Onit iniormation								
ounty Health Departme	nt Permit Number:		(Inclu	de copy of permit	t with application)				
ype of Vending Unit: $\bigcirc$	Food Truck / Trailer	C Ice Crea	am Truck	Pushcart					
the unit is a food truck ehicle Make:			roadways, ple		_				

Trailer Make:	Model:	License Plate #:
Section 3: Anticipated Mobile Food Verbound For what type of mobile food vending		tions ing application? Please check all that apply.
<ul><li>☐ Mobile Vending on Private Property</li><li>☐ Mobile Vending During City Events</li><li>☐ Mobile Vending on Sidewalk</li></ul>	☐ Operat	e Vending on Street ion of an Ice Cream Truck (Ice Cream Trucks must a copy of their valid Department of Agriculture permit)
completed <b>Mobile Food Vending Private</b> are found to be conducting mobile food v Private Property Permission Form is not a	Property Permission Fending activities upon vailable, you will be collicense to conduct mo	mobile food vending activities, you must have a <b>Form</b> (see attached form) at the time of vending. If you any private property for which a Mobile Food Vending ensidered to be in violation of Chapter 50 – Occupational bile food vending activities in unincorporated Troup ct to fines or other penalties.
Section 4: Required Attachments		
Before submitting your application, ple	ease ensure that the	following documents are attached.
Trucks Only)  Valid Mobile Food Service Operation Proof of Current "Food Vendors \$1 insured  Completed Private Employer Affidation Completed Affidavit Verifying Legation Food Service Permit* (ServSafe, etc.) Business Name Registration if LLC, Page Driver's License + Perm resident card	on Permit from the Tall,000,000,000,000 Liability avit Pursuant to O.C. Il Immigration Status rtnership, Corporation / employment authorice cream, snow cone as 3-1650.	ty Insurance" with the Troup County as an additional G.A. § 36-60-6(d) Pursuant to O.C.G.A. § 50-36-1  zation card if non-citizen and shave ice vendors only). Contact Community
the Troup County and acknowledge that Tinspection and to verify compliance with a	(applicant), do he st of my knowledge. I roup County personno all applicable ordinanc his application shall vo	reby swear and attest that all information provided agree to abide by all ordinances, rules, and regulations of el may enter my commercial property for purposes of es, rules, and regulations. I understand that any id the Mobile Food Vendor License. Mobile Food
Print:	Signature:_	Date:



### **Community Development**

Troup County Government Center 100 Ridley Avenue, LaGrange, GA 30240 Phone: (706) 883-1650 Fax: (706) 883-1653

# **Property Owner's Permission Form**

This form must be completed by the owner of the subject property providing permission to a renter / lessee. I, property owner(s) name: hereby certify I am the owner of record of the real property located at (property address): Please choose one of the following: **Mobile Food Vendor (Business License):** I am giving permission to (name of applicant) \_\_\_\_\_, who is renting the real property located at (Full Address of Mobile Food Vending Unit base site): \_, to operate a (name of business) business. Signature (Property Owner) Date Print Name (Property Owner) Sworn before me this \_\_\_\_\_ day of \_, 20\_\_\_ Notary Public Expiration Date:\_\_\_\_\_



## **Community Development**

Troup County Government Center 100 Ridley Avenue, LaGrange, GA 30240 Phone: (706) 883-1650 Fax: (706) 883-1653

# **MOBILE FOOD VENDING AFFIDAVIT**

This Affidavit must be completed by the applicant who wishes to utilize residential property as a base of operations for a Mobile Food Vendor business in unincorporated Troup County.

I, applicant (name):		hereby certify the following:				
	I am the owner of record of the real property located	at (Full Address of Home Occupation Certificate site):	or,			
	I am renting the real property located at (Full Addre	ss of Home Occupation Certificate site):				
		se initial each): Property Owner Permission Form" signed by the property	owner			
2.	and notarizedObtain a Septic Permit from the Troup County Health Department, (706) 298-3702, for the installation of a Dump					
2	Station (Waste Water Disposal unit) at the above location.					
3.	Provide a written plan for the disposal of collected grease  Provide an up-to-date copy of a ServeSafe Certificate (must be in applicant's name).					
<del>4</del> .	I acknowledge that the Mobile Food Vending Unit will only be set up at a site where I have obtained permission from					
٦.	the property owner (unincorporated Troup County).					
6.						
	way.					
7.	7. I acknowledge that the Mobile Food Vending Unit will be removed from the set-up site at the end of each day and returned to the real property/base of operations listed above					
8.	I acknowledge that I will need to contact City of LaGrange, City of West Point, City of Hogansville and other					
	jurisdictions to obtain their ordinance requirements if I am setting up the Mobile Vending Unit within their					
	jurisdiction					
Signature (Applicant) Date						
Pri	nt Name (Applicant)	Sworn before me this day of _, 20				
		Notary Public				
		Expiration Date:				

# MOBILE FOOD VENDING (SET UP SITE)

### PRIVATE PROPERTY OWNER PERMISSION FORM

The "Mobile Food Vending Private Property Approval Form" must be completed for each private property location where vending will occur. They are to be kept in the Mobile Unit at all times.

Section 1: Business			
Business Name:	DBA:		
Physical Address:			
City:	State:	Zip Code:	
Owner's Phone Number:	Email:		
Section 2: Property Information			
Property Owner's Name:			_
Property Street Address:			_
City:	State:	Zip Code:	_
Property Owner's Phone Number:			_
Section 3: Property Owner Consen	nt		
By affixing my signature below, I, (printhat I am the legal owner of the properight and authority to grant usage of sconfirm that I have granted permission form to conduct such mobile food ven	erty identified in Section 2: Propert aid property for purpose of operat n to the business identified in Secti	y Information of this form and ing a mobile food vending bus on 1: Mobile Food Vendor Info	that I have the iness. I, further,
Property Owner:			
Sign:		Date:	

#### Sec. B.7.6. Commercial uses.

- (9) Mobile food vendors.
  - (a) License Required.
  - (i)It shall be unlawful for any person to sell, or offer for sale, food of any type from a commissary, mobile retail food establishment, pushcart or temporary food establishment without a permit first having been granted under this section, except for County-sponsored events, and without having been granted a license pursuant to Chapter 50 of the County Code.
  - (ii)An application for a license or a permit hereunder shall be submitted to the Community Development Director setting forth all information required hereunder and in compliance with this section. The Community Development Director shall develop a form of application for the purpose of compliance with this section. Such permits shall be valid only through December 31 of each calendar year.
  - (iii) The following information shall be provided with each application for a mobile food vendor permit: name of the mobile food vendor; make, model, and license plate number of vending unit; owner's contact information; operator's contact information; type of vendor (street vending unit or sidewalk vending unit); copy of approved permit from the Troup County Health Department and the Troup County Fire Department; list of operating locations and times; signatures from property owners indicating consent for the use of their property; and signature of applicant indicating agreement to the listed requirements.
  - (b) Prohibited Conduct and Requirements.
    - (i)Except for ice cream trucks, no mobile food vendor shall conduct business or operate in the public right-ofway.
    - (ii) A mobile food vendor shall not operate on any private property without the prior consent of the owner.
    - (iii)A mobile food vendor shall maintain a \$1,000,000.00 liability insurance policy. Proof of current liability insurance, issued by an insurance company licensed to do business in Georgia, protecting the mobile food vendor, the public and the County from all claims for damage to property and bodily injury, including death, which may arise from operation under or in connection with the permit. Such insurance shall name Troup County as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days advanced written notice to Troup County.
    - (iv)Except for ice cream trucks, a mobile food vendor shall not make sounds or announcements to call attention to the mobile food vehicle either while traveling on the public rights-of-way or when stationary. At all times said mobile food vendor shall be in compliance with the Troup County noise ordinance.
    - (v)The license under which a mobile food vendor is operating must be firmly attached and visible on the mobile food vendor or pushcart at all times.
    - (vi)Any driver of a mobile food vendor motorized vehicle must possess a valid Georgia driver's license.
    - (vii)Except for ice cream trucks, mobile food vendors are allowed only in zoning districts that permit commercial uses.
    - (viii)Mobile food vendors shall not be located within 15 feet of any road or street intersection or pedestrian crosswalk or 10 feet of any driveway.

- (ix)No sale or offer for sale shall be made by any mobile food vendor between 11:00 p.m. and 6:30 a.m. unless such sale is in conjunction with a Troup County-approved special event or film production permit.
- (x) Mobile food vending vehicles must be removed from the area of operation when not in use or operation.
- (xi) Vending structures shall not be left unattended or stored at any time on the open vending site when vending is not taking place or during restricted hours of operation.
- (xii)No sale or offer for sale of ice cream, frozen milk, frozen dairy or ice confection products shall be made from a mobile food vendor unless each side of the vehicle is marked, in letters and numbers at least three (3) inches in height, with the name and address of the mobile food vendor licensee.
- (xiii)The mobile food vendor shall comply with all state, federal and local health and safety regulations and requirements and shall obtain and maintain any and all licenses required by any other health, organization or governmental organization having jurisdiction over this subject matter.
- (xiv)The following safety regulations shall apply to any and all vehicles operating under this section or used for mobile retail food establishments: every vehicle shall be equipped with a reverse gear signal alarm with a sound distinguishable from the surrounding noise level; every vehicle shall be equipped with two (2) rearvision mirrors, one (1) at each side, firmly attached to the outside of the motor vehicle, and so located as to reflect to the driver a view of the highway to the rear, along both sides of the vehicle; and the mobile food vendor may sell food and non-alcoholic beverage items only.
- (xv)Mobile food vendors shall be equipped with portable trash receptacles and shall be responsible for proper disposal of solid waste. All disturbed areas must be cleaned following each stop to a minimum of 25 feet from the sales location and liquid spills near the vendor shall be properly cleaned following each stop.
- (xvi)Notwithstanding any provision herein to the contrary, a mobile food vendor may return to and from a particular lot during the operational hours referenced herein. Merchants participating in events on public property sanctioned and approved by the Troup County Parks and Recreation Commission shall be exempt from the durational requirements of this section. Also, a mobile food vend0r operating at and for an existing and operating restaurant or special events center shall be exempt from said durational requirements.
- (c) Indemnity. As part of the permitting process set forth herein, any person or entity receiving a permit set forth herein shall execute an indemnity agreement indemnifying and releasing the Troup County, its agents, employees and elected officials from any and all liability against any and all claims, actions and suits of any type whatsoever.
- (d) Fee. The fee for every application for a permit under this section shall be established by Troup County.

## **Primary Resource**

Troup County Community Development 100 Ridley Avenue, Suite 1300 LaGrange, GA 30240 (706) 883-1650

communitydevepment@troupcountyga.gov

Troup County Health Department 900 Dallis Street LaGrange, GA 30240 (706) 298-3702

Troup County Fire Marshal 100 Ridley Avenue, Suite 1300 LaGrange, GA 30240 (706) 957-4293 knorred@troupcountyga.gov

#### **Additional Resources**

LaGrange-Troup Chamber of Commerce
111 Bull Street, Suite 1B
LaGrange, GA 30240
(706) 884-8671
info@lagrangechamber.com

University of Georgia Small Business 111 Bull Street, Suite 1B LaGrange, GA 30240 (706) 569-2651 Todd Carlisle tcarlisle@georgiasbdc.org Thank you for doing business in Troup County!

Best of luck with your new business!



Community Development
(706) 883-1650
communitydevelopment@troupcountyga.gov
https://troupcountyga.gov