



## Application Process for Home Occupation Permits

### Main Components of the Process

#### Application Submittal

- Application submittals must include all of the required items from the attached checklist and any applicable supplemental items noted.
- All applications can be submitted electronically through the Forsyth County online [Customer Self-Service portal \(CSS\)](#). The online CSS portal allows customers to submit applications and revisions and make Visa/Mastercard payments electronically. Visit the [Digital Plan Submission](#) page for more information and details.
- Staff will review the submittal for conformance with the Forsyth County [Unified Development Code \(UDC\)](#) and send notice of completion or inform the applicant of any missing items 5 business days after the submittal deadline.
- Staff feedback during the application process focuses on administrative and technical compliance to prepare the proposal for a public hearing agenda.
- Once the application is deemed complete, you will receive an email from staff letting you know when your sign(s) are ready for pick up and the deadline for submittal.
- All subsequent submittals for completed applications should be uploaded through [CSS](#) under the same application number.
- Applications deemed incomplete should be resubmitted in totality as a new application.
- All documents must be uploaded in PDF format.
- See calendar for deadlines.

#### Public Meetings

- Planning Commission Work Session: No decisions are made, applicant attendance is not required.
- Planning Commission Public Hearing: Final decision is made, applicant attendance is encouraged.
- Applications postponed by the Planning Commission will result in a minimum 60-day delay.

The Unified Development Code (UDC) can be accessed by visiting [www.forsythco.com](http://www.forsythco.com) and entering Unified Development Code in the "What Can We Help You With" box at the top of the page. Access [Chapter 8](#) for detailed application requirements and [Chapter 16](#) for home occupation regulations.

- Home Occupation Application Requirements [UDC 8-10.3 \(A – B\)](#)
- Home Occupation Regulations [UDC 16-3.1 \(A – D\)](#) and [16-3.2 \(A – N\)](#)

For further information on the Home Occupation application process, please call 770-886-2780



## Checklist for Home Occupation Permits

### Requirements for all applications

### Notes

☐ Application Form

- Signed and notarized by Applicant and Property Owner(s)
- Electronic Submittal Contact Form

☐ Fee

- \$300

☐ Boundary Survey

- 1 PDF
- Shall be prepared by a licensed surveyor with the following requirements per [UDC 8-10.3\(A\)\(1\)](#)
  - A survey plat approved by the department may be downloaded from the Forsyth County Clerk of Courts website ([resolution.forsythco.com](https://resolution.forsythco.com)).
  - The location of the single family structure on the parcel;
  - The total floor area used to conduct activities associated with the home occupation;
  - The location of any accessory buildings to be used in association with the home occupation;
  - The location of existing or proposed buffers and landscaping;
  - The vehicle parking location and area dimensions.

☐ Site Plan (If new construction)

- 1 PDF
- Shall be prepared by a land surveyor, professional engineer, landscape architect or architect licensed to practice in the state of Georgia if over 10 acres.

☐ Confirmation of Paid Property Taxes

- May be downloaded from the Forsyth County Tax Assessor's website (<https://tax.forsythcountypay.com/>).

☐ Disclosure of Campaign Contributions

- Documentation of all contributions of \$100 or more

☐ Copy of Business License

- Obtained or applied for

## 2024 Home Occupation Permit (HOP) and Mobile Vending (MV)

Below are the scheduled meeting dates. Dates and times are subject to change. Please visit [www.forsythco.com](http://www.forsythco.com) for the latest information.

Application Filing Deadline 5:00 p.m.	Planning Commission Work Session 6:30 p.m.	Planning Commission Public Hearing 6:30 p.m.
January 5, 2024	February 20, 2024	February 27, 2024
February 2, 2024	March 19, 2024	March 26, 2024
March 1, 2024	April 16, 2024	April 23, 2024
March 29, 2024	May 14, 2024	May 21, 2024
May 3, 2024	June 18, 2024	June 25, 2024
May 31, 2024	July 16, 2024	July 23, 2024
July 5, 2024	August 20, 2024	August 27, 2024
July 26, 2024	September 16, 2024	September 17, 2024
August 30, 2024	October 15, 2024	October 22, 2024
September 27, 2024	November 18, 2024	November 19, 2024
December 6, 2024	January 21, 2025	January 28, 2025

**Note:** This schedule is for Home Occupation Permit (HOP) and Mobile Vending (MV) applications only.

**The Planning Commission Public Hearing is held in the Commissioners Meeting Room on the 2<sup>nd</sup> Floor, Suite 220 of the Forsyth County Administration Building, 110 East Main Street, Cumming GA 30040 and starts at 6:30 p.m.**

**The Planning Commission Work Session is typically held one week prior to the Public Hearing in the Forsyth County Administration Building 110 East Main Street, Cumming GA 30040 and starts at 6:30 p.m. The public may attend the Work Session but is not allowed to speak or ask questions.**