JONES COUNTY PLANNING & ZONING
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Gray, Georgia 31032
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Occupation Tax Certificate Application
(Including Zoning Compliance)

OTC: _____
HOC/ZC#: _____
Map/Parcel#: _____
Zone: _____
CITY/COUNTY

Date: _____

A. Please provide the following information regarding your business:
Name of Busines Owner: _____ Phone#: _____
Physical location of business: _____ City: _____ State: _____ Zip: _____
Type of Business: _____
Name of Business: _____
Number of Employees, Including yourself: _____ E-Verify#: _____ Date of Authorization: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
You must provide a copy of your legal ID, plus a copy of your GA Secretary of State issued Professional License, if applicable.
If your business is home-based, skip to Section C.

B. For commercially zoned business locations:
Who is the property owner? _____ Phone#: _____
What is the type business occupied this tenant space previously? _____
Indicate the type of sign(s) you plan to install:
☐ Wall Sign/size of sign: _____
☐ Free-standing sign/size of sign: _____ Are there other free-standing signs on site? ☐ Yes ☐ No
☐ Other (explain): _____

C. For home-based businesses:
Who is the property owner? _____ Phone#: _____
If you are not the property owner, provide written permission from the property owner (see Sec 95.11).
Square footage of home: _____ Square footage of home to be used for business: _____
Number of Employees, Including yourself: _____ Will your business have a sign? ☐Yes ☐No **(2 square ft. max allowed)**
Is your land currently in conservation? ☐Yes ☐No If yes, see Tax Assessor before proceeding.

Note:
If your business is located inside the city limits, you pay a one-time fee of $50.00 to Jones County P&Z. Take the form we give you to Gray City Hall, and they will generate the Occupation Tax Certificate required for businesses within the City of Gray.

For businesses located outside the city, your initial cost will be $175.00, and then $125.00 per year, due on June 1st. (Business year is June 1st through May 31st) Invoices are mailed out annually on May 1st.

_____ _____
Signature Printed Name & Title

Email Address

☐ overdue taxes paid ☐ driver's license ☐ state license ☐ SAVE ☐ E-Verify ☐ Property Owner's Permission ☐ Copy of HOC ord