

Jones County Planning & Zoning
PO Box 1359
Gray GA 31032
Office 478-986-5117 Fax 478-986-4550
zoning@jonescountyga.org

Occupation Tax Certificate Application
(Including Zoning Compliance)

Date: _____

OTC # _____
HOC / ZC # _____
Map/parcel # _____
Zone _____
City / County _____

A. Please provide the following information regarding your business:

Name of business owner _____ Phone # _____
Physical location of business _____
Type of business _____
Name of business _____
Number of employees, including yourself _____ E-Verify # _____ Date of auth. _____
Mailing address _____
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 type of 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? _____
 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 _____
How many employees will you have, including yourself? _____ Will your business have a sign? _____ (2 square ft. max allowed)
Is your land currently in conservation? _____ 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 and title

overdue taxes pd drivers lic state lic SAVE EVerify Prop owner's permission Copy of HOC ord