

HOME BASED LOCATION APPLICATION PROCEDURES

The business activity and physical location (address) determines most license requirements. All home-based businesses must comply with City of Hinesville Code Book Appendix A Zoning Section 607, Home Occupations.

Applications require photo ID and proof of citizenship, must be submitted to the Business License Department for review.

STEP 1: COMPLETE APPLICATION

- Complete, sign, and notarize application
- Attach required documentation
- Applicants who reside in an apartment, townhouse, condo, or manufactured homes park are exempt from subsection 607(6); however, a letter from either the property owner or property management is required.

STEP 2: PAYMENT

- Submit completed application packet for review
- Pay processing and inspection fee in accordance with the City's fee schedule

STEP 3: REVIEW

- Liberty Consolidated Planning Commission (LCPC) for zoning approval
- Inspections Department for approval

STEP 4: APPROVAL

- Upon satisfactory completion, applicants will be contacted to arrange certificate pick up
- Pay remaining fees