



**City of McDonough /Community & Economic Development Department**  
136 Keys Ferry Street, McDonough GA 3025 - 3<sup>rd</sup> Floor  
Website: [www.mcdonoughga.org](http://www.mcdonoughga.org) / Email: ttebo@mcdonoughga.org

## **ZONING and LAND USE VERIFICATION FORM**

**Reason for Request (circle all that apply)**

New Business	Ownership Change (existing business)	Address Change
Building Permit	Alcohol License	Name Change Only

**Property or Business Owner - PRINT LEGIBLY**

First \_\_\_\_\_ Last \_\_\_\_\_

24 Hour Contact Number \_\_\_\_\_

Email Address \_\_\_\_\_

Property Address Street # \_\_\_\_\_ Street Name \_\_\_\_\_ Suite \_\_\_\_\_

Name of Business \_\_\_\_\_

Shopping Center or Subdivision Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Describe the operations of the Business \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: All signage requires a permit. Any signage placed on property without proper permits will incur double fees. Please contact the Planning and Zoning Department on the 3<sup>rd</sup> floor to obtain an application and processing guidelines. Initials \_\_\_\_\_**

**Note: The determination of zoning compliance does not constitute approval of occupancy or approval of a business license; nor does it release the applicant from having to obtain a business license, building permit, Certificate of Occupancy, sign permit, and /or all other necessary permits required by local, state, or federal jurisdiction. The Business must also be in compliance with all other City Codes. Initials \_\_\_\_\_**

**DO NOT WRITE BELOW THIS LINE**

Parcel Tax ID # \_\_\_\_\_

Present Zoning \_\_\_\_\_

with conditions/variances. Refer to Code Chapter(s) \_\_\_\_\_ via Municode.com,  
and/or Ordinance(s) # \_\_\_\_\_

via Open Records Request for permitted operation of proposed business.

NOTE: Home Occupational Code (17.100.070, see attached) for permitted operation of proposed business. {Home based Businesses are for Administrative Office Use Only}

Official Staff Signature \_\_\_\_\_ Date \_\_\_\_\_