

### WHEN DO I NEED A LICENSE?

Any business, including new businesses and home-based businesses, activity requires a City of Norcross Occupational Tax Certificate. In addition, some type of businesses will have to obtain licensing from the federal government to operate, while other businesses, occupations, and professions are also licensed and regulated by the State.

**Failure to obtain a permit or business license will result in Code Enforcement action.**



### BUILDING PERMITS

Most **repair or renovation** on buildings and houses in the city require a permit. If you plan to enlarge, alter, repair, demolish, or change a building or house contact Community Development at 678-421-2027 before you start the job.

The permits coordinator can tell you beforehand if you'll need a permit for the project you're planning to implement. Any project that requires a permit, but does not have one, may result in a citation to either the contractor, homeowner, or agent in charge of the project. Permits must be posted in full view.

Repair debris (remodeling or construction) must be disposed of by the contractor, owner or renter of the property. The city will not remove it.



This brochure is not the full text of the City of Norcross Code of Ordinances and should not be interpreted as such. For more information on these codes and other city codes visit [www.norcrossga.net](http://www.norcrossga.net) and under Code Enforcement access Code of Ordinances.

THROUGH A COOPERATIVE EFFORT  
BETWEEN CODE ENFORCEMENT  
AND OUR CITIZENS WE CAN MAKE  
THE CITY OF NORCROSS A SAFER  
AND CLEANER PLACE TO LIVE.

### YOUR CODE ENFORCEMENT TEAM

770-448-7327

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Norcross, Georgia 30071  
Main Phone 770-448-2122  
[www.norcrossga.net](http://www.norcrossga.net)

### CODE ENFORCEMENT GOALS

- \* To make the City of Norcross a safer and cleaner place to live, through a cooperative effort between the City and its citizens.
- \* To provide prompt, courteous and professional service.
- \* To gain voluntary compliance.
- \* To encourage responsible property maintenance.



**CODE ENFORCEMENT  
A DIVISION OF  
COMMUNITY DEVELOPMENT**

Committed to the health, safety  
and welfare of all.

# Understanding Common Code Sections

## KEEP TRASH CANS OUT OF SIGHT

Refuse bins and carts must be stored or placed only in the rear yard or inside enclosed structures where they are not visible from the street, with exception of the regularly scheduled pick-up hours permitted. Do not place at curb any earlier than 12 hours before the day of collection and leave them out no longer than 12 hours after the day of collection.



## MAKE YOUR HOME A HAPPY HOME

Homeowners are responsible for providing regular maintenance of home's exterior and landscaping. Front and back yards should be well maintained, mowed regularly and free from trash, weeds and overgrown vegetation. All residents are responsible for insuring that their property is free from all litter and debris for health and sanitation reasons.



## ANIMAL SAFETY—KEEP PETS ON A LEASH

Pets are a great addition to any family, but responsible pet owners must provide care and supervision. When in public, dogs must be on a leash. Animal waste must be picked up and disposed of properly. If there is an animal in your area that you feel in being mistreated or is threatening to the welfare of your community, please call our office.



## RESIDENTIAL PARKING MANAGEMENT

No more than four vehicles (including trailers) per home shall be parked, stopped, standing or stored. A waiver can be requested when a resident can prove that the number of cars does not exceed the number of licensed drivers in the home and the car is operable, or when the vehicle is vintage (at least 25 years old). Waivers are subject to review and approved by the Community Development Director. There is no fee for this review. Parking of any vehicle on the grass or dirt is prohibited. Parking must be on an improved surface—for information on required parking surface contact Code Enforcement.



## KEEP VEHICLES CURRENT AND OPERATING

It shall be unlawful in any residential area, for owner or resident of any property in the city limits to allow the following to accumulate on property: discarded, dismantled, wrecked, scrapped, ruined, abandoned motor vehicles or heavy equipment or parts. **All vehicles MUST have a current and valid license plate and decal, property attached to the vehicle.**

## TREE CUTTING BEFORE YOU SAY "TIMBER" SAY "PERMIT"

If you are planning to cut a tree six inches or larger in diameter within the City of Norcross, you must first obtain a tree permit from the Community Development Department at City Hall. If the tree is 28" or larger in diameter, you must first get a letter from a state certified forester, arborist or registered landscape architect, in addition to the tree permit. There is no fee for this permit.



## HOW DO I REPORT A CODE VIOLATION?



Report Code Violation(s) within the City Limits directly to the Code Enforcement Division. You can also access the City of Norcross website at [www.norcrossga.net](http://www.norcrossga.net) and under Code Enforcement: you can report your violation/observation on our online Complaint Form.

## WHAT HAPPENS WHEN CODE ENFORCEMENT RECEIVES A COMPLAINT?

The Code Enforcement Officer will answer questions and investigate complaints from citizens on a wide variety of issues. Depending on the nature of the complaint and the results of the investigation, the officer will visit the offending property and work with the property owner or resident to abate any violations found.



From the date the "Warning Notice" is issued the resident/owner is typically given a specific time frame in which to correct the violation (s) and come into compliance.

## WHAT SHOULD I DO IF I RECEIVE A CODE ENFORCEMENT WARNING NOTICE?

Correct the violation either before or by the date given on the Warning Notice. If for any reason you are unable to come into compliance within the time given call the Code Enforcement Officer who issued the warning to discuss the violation. *Only one Warning Notice for a particular violation will be issued within a twelve month period. Repeating the same violation within a twelve month period will result in the immediate issue of a Citation to Norcross Municipal Court.*