



HOME OCCUPATION APPLICATION

Permit Ref#:

Date:

Address:

Owner:

Owner Ph:

YES, I have attached a written narrative of what my business operations will entail at the above address along with how my business will meet the code requirements written below.

SCHEDULE OF FEES

Base Fee (\$20)

TOTAL

PROCEDURES/CODES

Home occupations and professional offices are permitted when they are incidental to the principal residential use of a property, are situated in the same building, and are carried on by the residential occupant. The Permit fee is \$20. You must provide a detailed narrative/description of your business and all of the operations and identify how each of the items listed below are being met. The Planning Division can then confirm whether or not the proposed operation meets City standards, and process your application if you meet all of the guidelines. The following requirements are listed in the Zoning Code and must be met for all Home Occupations.

Home Occupations are subject to the following conditions:

1. Such uses shall not occupy more than 20% of the Assessed Floor Area of the principal structure in which it is located.
2. Such use shall not employ more than one person not a resident on the premises.
3. No such use shall be permitted which normally necessitates the coming of the customer or client to the premises, or his presence on the premises while the service is being performed, or otherwise generates pedestrian or vehicular traffic incompatible with the rural or residential character of the neighborhood, except for teaching or tutoring academic subjects, or the studios where dancing, music or other art instruction is offered to no more than two (2) pupils at one time.
4. Any off street parking area provided shall be maintained reasonably dustless, and adequately screened from adjoining residential properties.
5. Such use shall not include the conduct of any retail or wholesale business on the premises, nor the removal of sand, gravel, stone, topsoil, or peat moss for commercial purposes.
6. Such use shall not include the operation of any machinery, tools or other appliances, or the outside storage of materials, or other operational activity, which would create a nuisance or be otherwise incompatible to the surrounding residential area.
7. A nameplate not in excess of 3 square feet in area shall be permitted.
8. Home occupations are first and foremost for home office type uses in the principal structure. Any outdoor needs of a home occupation will be highly scrutinized and may require Plan Commission approval so as to regulate exactly what the outdoor activities and uses consist of.
9. A home occupation use is allowed in residentially zoned areas. However, the areas are first and foremost for residentially orientated uses. Residents in a neighborhood should not notice that a business is being operated from this property. Home occupation uses that are deemed a nuisance to surrounding neighbors must be corrected or may be revoked.
10. Home Occupation uses must follow all adopted commercial vehicle/trailer regulations as listed in Chapter 17: Section 17.01(12). No exceptions to these requirements are allowed as part of an approved Home Occupation.

All conditions listed above must be met in order for the Planning Division to be able to sign off on the proposed business use/operations. The Planning Division will issue a formal letter of approval if all requirements are met. If there are issues, concerns, or problems, then the Planning Division will contact the applicant for more information.