

HOME OCCUPATION PERMIT APPLICATION

Fee Amount: \$15.00

Applicant

Business Name: _____
Owners Name: _____
Address: _____
City, State Zip: _____

Phone: _____
Mobile: _____
Fax: _____

Brief Description of Business

MINIMUM REQUIREMENTS

REGULATIONS

Home occupations shall be permitted in all zones, provided the home occupation is,

- (1) clearly and obviously subordinate to the main use or dwelling unit for residential purposes;
- (2) conducted wholly within the primary structure or existing accessory building on the premises;
- (3) compatible with residential uses;
- (4) limited in extent;
- (5) does not detract from the residential character of the neighborhood.

All home occupations must be **registered** on an application form prescribed by the City and a permit must be received from the office of the City Clerk upon approval of the Building Inspector.

The home occupation shall not exceed 25 percent of the **floor area** of the primary structure and/or 50 percent of an accessory building on the premises.

Day care centers may have permanent play equipment such as slides and swing sets located in the required side or rear yards. The placement of play equipment in the required front yard of a home day care shall be permitted only by resolution of the City Council. All day care centers must comply with all state statutes and regulations pertaining to them.

Inventory and supplies shall not occupy more than 50 percent of the area permitted to be used as a home occupation.

There shall be no exterior display or **storage of goods** on said premises or use of toxic, explosive or other dangerous or hazardous materials upon the premises, unless prior approval is obtained from the governing body.

No **equipment** or process shall be used in such home occupations, which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal sense. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, television receivers, or other electrical or electronic devices off the premises or cause fluctuation in the line voltage off the premises.

There shall be no more than one non-illuminated advertising **sign displayed** on the premises and said sign shall not exceed 4 square feet in area, the location and design, of which shall be approved by the code official.

A maximum of two additional **off street parking** spaces shall be provided on the premises and located in the side or rear yards, except only one need be provided if the home occupation does not have an employee. Said parking shall comply with the parking requirements of the Municipal Code.

No **traffic** shall be generated by such home occupation in greater volume than would normally be expected in the residential neighborhood.

Trucks making deliveries to the home based business shall not exceed the posted load limits for the City streets

Other than those related by blood, marriage or adoption, no more than **two persons may be employed** in the home occupation.

Should a home occupation **permit holder die** or move to a new location, the existing permit shall be automatically terminated, except that in the case of death, should a surviving spouse or child residing at the same address desire to continue the home occupation written notice to that effect shall be given to the City Clerk, and the City Council may authorize continuation of that permit without further hearing.

Any **violation of ordinances** will be presented to the business owner in writing and shall state the conditions, which created the violation, and shall include abatement requirements and compliance deadline.

Permits once granted may be revoked by the City Council for cause after hearing before the City Council. Complaints seeking the revocation of such permit shall be filed with the City Clerk and may be initiated by the governing body or by 5 residents residing within a 300 foot radius of the residence where the home occupation is being conducted.

I have read the above requirements for my home business and have met these requirements. I understand that any violation of these requirements may cause my permit to be revoked.

Signature: _____

Date: _____