

OFFICE USE ONLY

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Application Fee: \$50.00

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**HOME OCCUPATION PERMIT
APPLICATION**

Application No. _____

Business License No. _____



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APPLICANT INFORMATION

Business Name _____ Phone _____

Applicant(s) Name(s) _____

Location Address _____

Mailing Address _____

Description of Home Occupation Activity _____

.....
A Home Occupation must comply with all of the following standards. Please CHECK \checkmark all that apply to your proposed home occupation.

Appearance of Residence:

- The home occupation will be restricted to lawfully-built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business.
- The home occupation will not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification
- The home occupation will not violate any conditions of development approval (i.e., prior development permit approval).
- No products and or equipment produced or used by the home occupation will be displayed to be visible from outside any structure.
- Home occupation activities will occupy no more than 30 percent of the gross floor area. Floor area to be used _____ and floor area of home _____.
- A maximum of one professional, non-illuminated nameplate is allowed (see Sign regulations).
- The home occupation is not for an accessory dwelling unit (requires Conditional Use Approval).

Storage:

- There will be no outside storage that is visible from the public right-of-way or adjacent properties.
- There will be no on-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use.

Employees:

- Other than family members residing within the dwelling located on the home occupation site, there will be no more than one full time equivalent employee at the home occupation site at any given time. As used in this chapter, the term "home occupation site" means the lot on which the home occupation is conducted.

Note: Additional individuals may be employed by or associated with the home occupation, as they do not report to work or pick up/deliver at the home.

- The home occupation site will not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.

Vehicles, Parking and Traffic:

- No more than one commercially-licensed vehicle associated with the home occupation will be at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.
- There will be no more than three commercial vehicle deliveries to or from the home occupation site daily. There will be no commercial vehicle deliveries during the hours of 10 p.m. to 7 a.m.
- There will be no more than one client's or customer's vehicle at any one time and no more than eight per day at the home occupation site.

Business Hours:

- Clients and customers will be at the home occupation site from 7 a.m. to 10 p.m. only. Note: There are no restrictions on business hours.

Prohibited Home Occupation Uses:

- I am not proposing any of the following as a home occupation:
 - Any activity that produces radio or TV interference, noise, glare, vibration, smoke or odor beyond allowable levels as determined by local, state or federal standards, or that can be detected beyond the property line is prohibited.
 - Any activity involving on-site retail sales, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants, and similar incidental items for sale by home business are allowed above.
 - Any uses described in this section or uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, such as: Ambulance service; Animal hospital, veterinary services, kennels or animal boarding; Auto and other vehicle repair, including auto painting; Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site.

Enforcement:

I understand that the City Administrator or their designee may visit and inspect the site of home occupations to insure compliance with all applicable regulations, during normal business hours, and with reasonable notice. Code violations shall be processed in accordance with 19.14 – Enforcement.

Applicant(s) Signature: _____

Date: _____

Office use only

Approved Approved with Conditions* Denied

*Conditions of approval: _____

Permit / Land Use No.: _____

Staff Signature / Printed Name: _____

Date: _____