



# Home Occupation Permit Application

Applicant Information	
Applicant Name:	
Applicant Email:	Applicant Phone:
Proposed Business Location/Address:	
Property Owner	
Owner Name:	
Owner Email:	Owner Phone:
Owner Address:	
Owner's Signature of Approval:	Date:
Narrative Description (Attach as a separate sheet)	
Describe the following: <ol style="list-style-type: none"> <li>1. Type of business</li> <li>2. Hours of operation</li> <li>3. Location of proposed business on the premises</li> <li>4. Anticipated number of customers</li> <li>5. Type of signage request (sign permit is also required)</li> </ol>	
Standards (Initial Each Below)	
1. I understand and confirm that the business must be conducted entirely within the principal building and must be clearly incidental and secondary to the use of the building as a residence.	_____
2. I understand and confirm that the business must be conducted by a person residing on the premises. No more than one person, other than members of the family residing on the premises in which a home occupation is conducted, shall be regularly engaged in such occupation.	_____
3. I understand and confirm that a home occupation must not produce any offensive noise, vibration, smoke, dust, odors, heat, gas, glare, electrical or audible interference, or otherwise create a risk to health, safety or property of neighbors.	_____
4. I understand and confirm that customers, clients, and deliveries are not permitted to enter the premises between the hours of 10 p.m. and 6 a.m.	_____
5. I understand and confirm that no more than 25 percent of the floor area of the home may be used for the business.	_____
6. I understand and confirm that there must be no evidence of the home occupation on the outside of the building except for a sign and off-street parking.	_____
7. I understand and confirm that one unlighted sign is allowed with a valid sign permit, but it can be no larger than 4 square feet in area or taller than 6 feet in height.	_____
8. I understand and confirm that there is no more than one full-time equivalent employee and at least one off-street parking space has been provided.	_____
For Office Use Only	
The application has been reviewed for compliance with City Code and the applicant may conduct the home occupation.  _____ City Employee Signature <span style="float: right;">Date</span>	Fee Paid (\$50.00) Receipt No. _____ Permit No. _____