



Community Development Home Occupation Application-Level B

Property Address: _____

Name of Business: _____

Type of Business: _____

Level B Permits are only required if you answer yes to either of the following questions:

Will there be employees or customers coming to the site? Yes No	Will the business be operated in an attached or detached accessory structure (garage)? Yes No
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If you answered no to both questions, you qualify as a Level A Home Occupation and no permit is required to begin operation. The General Provisions of this application still apply, and between the hours of 7 PM and 7 AM no customers or employees who do not reside on the site may be at the site and no business operations occurring outside of the main dwelling are permitted.

Applicant:

Name:		Phone:	
Address:			Cell:
City:	State:	Zip:	Fax:
E-mail:			

Owner (if different than applicant):

Name:		Phone:	
Address:			Cell:
City:	State:	Zip:	Fax:
E-mail:			

Permit Fee: \$69 This fee covers this business for the duration of its existence at this property as long as all conditions of the permit are maintained.

CITY STAFF USE ONLY

APPLICATION RECEIVED	HOME OCCUPATION NUMBER: _____ APPROVED BY: _____	APPLICATION APPROVED
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Community Development Home Occupation Application-Level B

All Home Occupations must comply with the following **General Provisions**:

1. The home occupation shall be operated by an occupant of the dwelling.
2. Any home occupation shall be clearly incidental and secondary to the residential use of the premises, and shall not change the residential character thereof.
3. All home occupations must comply with all provisions of the City Nuisance Ordinance and shall result in no incompatibility or disturbance to the surrounding residential uses.
4. No home occupation shall require internal or external alterations or involve construction features not customarily found in residential dwellings except where required to comply with local and state fire and police recommendations.
5. The home occupation shall meet all applicable fire and building codes, and applicable permits must be obtained prior to any construction activities.
6. No exterior evidence of the presence of the home occupation on the premises, except any signage allowed by the sign code and any vehicles allowed by §1007.044 (11).
7. Personal vehicles not exceeding a gross weight rating of eleven thousand seventy-five (11,075) pounds used in the home occupation may be parked on the site.
8. Any vehicle with a gross weight rating in excess of eleven thousand seventy-five (11,075) pounds is subject to §1007.044 (11) of this Ordinance.
9. The number of on-site parking spaces shall not be reduced to less than two.
10. In no case shall the permitted home occupation cause to create the need for an additional driveway access to the property.
11. When applicable, all state licensing requirements are satisfactorily met.
12. The applicant shall demonstrate, in a manner found acceptable to the City Engineer that such use is within the capabilities of the property's sewage treatment system or the city's utility system.
13. There shall be no use or outdoor storage of any toxic chemicals or hazardous materials of any type or in any amount not normally found in a residential structure.
14. No motor vehicle repair, paint or body work; commercial preparation of food for service on the premise; business related to or involving explosives, ammunition or weapons; or ambulance or related emergency services shall be permitted as a Home Occupation.



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In addition to the General Provisions, all **Home Occupation Level B** applicants/properties must comply with the following conditions:

1. Permitted home occupation may be conducted in an accessory structure provided that the use can comply with life safety requirements.
2. A limit of two customers or employees who do not reside at the dwelling may be permitted on the property at one time.
3. Areas accessible to customers or employees shall comply with all applicable life safety codes.
4. Vehicle trips generated by the business shall not exceed 20 in any twenty four hour period.
5. If the home occupation will require a delivery service, such as UPS, no more than ten delivery/pickup trips per week shall be permitted.
6. If the home occupation is to occupy more than 10% of the dwelling, additional building and fire code issues may need to be addressed.
7. All off-street parking generated by the home occupation shall be provided on a hard surface in or adjacent to the driveway.
8. Personal Service Businesses shall be limited to allow the servicing a single customer at a time.
9. Between the hours of 7 PM and 7 AM no customers or employees who do not reside on the site may be at the site and no business operations occurring outside of the main dwelling are permitted. For the purpose of this section, an attached garage does not count as part of the main dwelling.
10. The operation of any wholesale or retail business is prohibited, unless:
 - a. It is conducted entirely by mail or occasional home invitation;
 - b. It is exclusively the sale of products produced on-site; or
 - c. It is clearly incidental to a service provided on the site.

By signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current administrative procedures.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____