



Home Occupations

Overview

Home Occupation – an occupation or a profession which is carried on in a dwelling unit by a member of the immediate family residing upon the premises while protecting the integrity of residential districts.

Minor

Major

Minor Home Occupations

- What Is It?
 - ▶ Occupation occurring in a residential setting requiring minimal alterations to the structure.
 - ▶ Zoning & Use Registration Permit (ZURP)

Minor Home Occupation Application Checklist ☐

A minor home occupation shall be allowed upon a premises provided the occupation complies with the following:

Type of home occupation requested: _____

Property Address: _____ Zone: _____ **yes** **no**

Will the occupation be conducted anywhere on your property other than entirely within the principal building? () ()

Will the occupation be the main or principal use of the dwelling? () ()

Does the occupation occupy more than five hundred (500) sq. ft of the gross floor area of one story? () ()

Will anyone other than residents of the dwelling be employed or participate? () ()

Will there be any exterior display, exterior storage or indication of the occupation? () ()

Will there be any internal or external alterations or construction? () ()

Will there be any additional mechanical equipment? () ()

Will there be any toxic, explosive, flammable, combustible, corrosive, or radioactive material? () ()

Will there be any activity which causes offensive odors, dust, glare, noise, smoke, heat, or vibration? () ()

Will any equipment or process be used which could create visible or audible interference? () ()

Does the occupation generate pedestrian or vehicular traffic abnormal to the district in which it is located? () ()

Does the occupation add any additional vehicular parking? () ()

Is there any on-site sales of merchandise or on-site training promotions? () ()

A Zoning and Use Registration Permit will be issued upon compliance with the ordinance. If you answered yes to any of the above questions your request for a minor home occupation would be denied. However, your request may be allowed through the Conditional Use permit process. If at any time your minor home occupation does not meet the above criteria, your Zoning and Use Registration Permit will be revoked.

I understand the criteria for a minor home occupation

Applicant's Signature

Date: _____

Major Home Occupation

- Key Features:

- ▶ Allows non-resident employee
- ▶ Signage
- ▶ Parking Requirements
- ▶ Limited quantities of goods, products, materials permitted to be stored on premises.
- ▶ Conditional Use Permit (CUP)

Major Home Occupation Checklist

Type of home occupation requested: _____

Property Address: _____ Zone: _____

	yes	no
Will the occupation be the main or principal use of the dwelling?	()	()
Does the occupation occupy more than fifty (50) percent of the gross floor area of one story?	()	()
Will more than one non-resident be employed or participate in the home occupation?	()	()
Will there be any exterior display, exterior storage or indication of the occupation?	()	()
Will there be any substantial internal or external alterations or construction?	()	()
Will there be more than a limited quantity of goods, products or materials stored on the premises?	()	()
Will the storage displace any parking required by the Zoning Ordinance?	()	()
Will there be any toxic, explosive, flammable, combustible, corrosive, or radioactive material?	()	()
Will there be any activity which causes offensive odors, dust, glare, noise, smoke, heat, or vibration?	()	()
Will any equipment or process be used which could create visible or audible interference?	()	()
Will there be more than one home occupation within the single family dwelling?	()	()
Will there be any selling of merchandise, supplies, or products not related to the home occupation?	()	()

Two on-premise parking spaces, in addition to those required for the dwelling unit, shall be provided.

If you meet the above criteria for a Major Home Occupation you may make application with the Zoning Officer for a Conditional Use Permit. Public hearings before the Planning Commission and City Commission are required.

I understand the criteria for a major home occupation

Applicant's Signature

Date: _____

Proposed Changes

- Intensity based
- Three Categories:
 - ▶ No-Impact
 - ▶ Minor
 - ▶ Major

No-Impact

- Supplemental to a business with a principal place legally established elsewhere
- Computer/Internet based
- No on-street parking or substantial increase in traffic
- No on-site sales of merchandise or on-site training
- No Permit Required – Administrative Review and Approval

Minor

- Contained within the principal building
- Limited to 500 sf of gross floor area of one story
- Only residents of dwelling unit can be employed
- Signs limited to 1 sq ft and non-illuminated
- External alterations intended to create a separate entrance or other feature exclusively for business is prohibited
- Mechanical equipment not customarily used for household or hobby purposes is prohibited
- Traffic (pedestrian & vehicle) shall not be abnormal to residential neighborhood
- By appointment only not to exceed 4 visits per day
- No on-site sales of merchandise or on-site training
- Zoning & Use Registration Permit (ZURP) – Administrative Permit

Major

- Contained within principal building
- Limited to 50% of gross floor area of one story
- Employees = residents + 1
- Signage according to sign regulations
- Limited on-site storage allowed – cannot displace parking
- 2 on-premise parking space for home occupation
- Limited retail sales directly related to home occupation
- No more than 1 home occupation permitted within single-family

Major

- Home Occupations attracting customers, clients, etc. to the premises for sales or services prohibited in an apartment building
- Home Occupation does not include any of the prohibited activities
- Conditional Use Permit

Prohibited Home Occupation Activities

- Use of residential property as a business, in which the business activities are the primary use of the property
- Exterior display, exterior storage or other exterior indication of the home occupation
- Internal alterations or construction of features not customary in a dwelling unit
- Toxic, explosive, flammable, combustible, corrosive, radioactive or other restricted materials are prohibited

Prohibited Home Occupation Activities

- Any process or activity which causes offensive odors, dust, glare, noise, smoke, heat or vibration detectable to the normal senses off the property and any equipment or process which creates visible or audible interference in radio or television receivers
- Employees, clients/customers, or activity that would be visible to adjacent neighbors between the hours of 9 p.m. and 6 a.m.

Table XX-X: Home Occupation Category Requirements				
	No-Impact	Minor	Major	Prohibited
Permit required	None	Special Use: Administrative Approval	Conditional Use Permit: City Council Approval	Not Permitted in Residential Districts
Outdoor Storage	None	None	None	
Allowable location for Home Occupation	Entirely within principal building.	Entirely within principal building.	Principal or accessory building.	
Visible Signage	No	Up to 1 s.f. of signage allowed.	Allowed according to sign ordinance	
Number of Non- Resident Employees	None	None	1 non-resident	
Additional Parking Spaces Required	No	No	2 off-street parking spaces	
Separate entrance allowed?	No	No	Yes	
Sales conducted on Premises	No on-site sales or trainings	No on-site sales or trainings	Limited retail sales	
Number of Client/Customers	None	Appointment only- up to 4 visits a day	1 non-resident employee plus 2 clients/customers at a given time	
Area Dedicated to Use	500 s.f. of one story	500 s.f. of one story	No more that 50% of gross floor area of one story	

Questions?

