



**APPLICATION FOR HOME OCCUPATION PERMIT FOR INCIDENTAL HOME USE**  
**BUILDING & ZONING DEPARTMENT**  
 Ref. City Code Sec.98-589

Home occupations for incidental home use may be approved administratively if all of the following characteristics are present:

- \* the business must be clearly incidental to the home use (i.e., the primary use of the home or apartment is as a residence)
- \* work activities must be carried on wholly inside the main building or in a fully enclosed accessory building
- \* the only employees working in the home are members of the family who reside in the home
- \* there will be no group instruction
- \* there will be no sign or exterior advertising
- \* there will be no visible display or storage of materials
- \* no additional noise or traffic will be generated than what would be normally expected with a home

A home occupation permit may not be issued wholly for the sale of goods purchased for resale.

If your home business meets all of the above criteria, please complete the following application:

Name of Applicant \_\_\_\_\_

Name of Business (if different) \_\_\_\_\_

Street Address \_\_\_\_\_ Phone number \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Type of Business \_\_\_\_\_

Additional Comments \_\_\_\_\_

I have read and understand the conditions for approval of this home occupation permit and I agree to abide by these restrictions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVAL: \_\_\_\_\_  
Building & Zoning Dept.

\_\_\_\_\_  
Date

c: Commissioner of Revenue, Applicant

<b>Office Use Only:</b> Fee \$50 MS Receipt # _____
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Effective 6/15/04