



# Home Occupation License Application

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New Application

Change in Location

Renewal

## ***General Information***

Name of Business \_\_\_\_\_

Business Location \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Email \_\_\_\_\_

Nature of Business \_\_\_\_\_

Does the business include retail or wholesale sales? \_\_\_\_\_ Describe \_\_\_\_\_

Business Entity Type:    Corporation    Partnership    Sole Proprietor    Limited Liability Company

## ***Business Officers***

1) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

2) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

3) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

## ***Site Information***

Will more than two parking spaces be required? \_\_\_\_\_ How many? \_\_\_\_\_

Number of expected deliveries to home? \_\_\_\_\_, from home? \_\_\_\_\_

Will any business related materials be stored at the home? \_\_\_\_\_ If yes, where will they be stored?  
\_\_\_\_\_

Number of customer/client visits per day? \_\_\_\_\_ Days and hours of operation? \_\_\_\_\_  
\_\_\_\_\_

Where will the home occupation be conducted? (home office, garage, detached building)? \_\_\_\_\_  
If in a detached structure, please explain \_\_\_\_\_

Does the business require any new construction features to your home? \_\_\_\_\_  
Describe \_\_\_\_\_

Will the home occupation affect neighborhood parking, have any outward appearance of a business, generate any noise or odors, otherwise affect the residential quality of your neighborhood? \_\_\_\_\_  
If you answered "Yes", please explain \_\_\_\_\_  
\_\_\_\_\_

Where is the entrance to the area used for the home occupation located? \_\_\_\_\_

How wide is the entrance? \_\_\_\_\_

***Property Plot Plan and Building Floor Plan*** – identify areas to be used for business activities (work areas, office, parking, etc.)

*I hereby attest the information provided is true and accurate.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fee: \$10.00**

***Office Use Only***

Business Name _____
Zoning _____
Approved/Denied _____ License No. _____
Comments: _____ _____ _____
Signature _____ Date _____