Permitting and Inspections Department
Michael A. Russell, MS, Director

Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 01/26/18

Home Occupation Application Checklist

A Home Occupation is a change of use and requires a permit. The Land Use Ordinance (see attached) outlines the criteria to be considered a home occupation. Please check with the Business Licensing Division in Room 307, City Hall to see if a business license is required.

Please include the following information:

- ☒ Home Occupation Application Checklist (this form)
- ☒ General Building Permit Application
- ☒ A cover letter explaining your home occupation and how it meets the criteria of Section 14-410 of the City Code (see sample letter and attached regulations)
- ☒ Dimensioned floor plans of the entire dwelling indicating the specific area to be used for the proposed home occupation
- ☒ A letter from the owner (if applicable), granting permission to conduct the specific home occupation
- ☒ A plot plan showing the shape and dimensions of the lot, shapes and dimensions of all existing and proposed structures including distance from property lines, location and dimension of all parking areas and driveways
- ☒ If any additions or alterations to the building are proposed, relevant drawings and documents shall be provided (refer to the One- and Two-Family Addition/Alteration Submission Checklist).

Fees:

The total fee to be paid upon invoicing, shall include the following (refer to Fee Schedule for current fees):

- Change of Use for Home Occupation fee
- Certificate of Occupancy fee
- General Building Permit fee (based on the cost of work)