



# DEPARTMENT OF COMMERCE

## ZONING ADMINISTRATOR



(October 2015)

Home Occupation Review, ASCA 26.0303

Date: \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_
2. Business Name (DBA): \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Location: (Village/County/Description): \_\_\_\_\_  
\_\_\_\_\_
5. Business Activity: \_\_\_\_\_
6. # of Employees Living in Home: \_\_\_\_\_
7.  Consultants (Business, Engineering, Architect, CPA, Attorney, Insurance, etc.):
  - a. Type of Consultancy: \_\_\_\_\_
  - b. Tradesman Certification: \_\_\_\_\_
  - c. Description of Services: \_\_\_\_\_
  - d. Materials and Equipment Involved: \_\_\_\_\_
  - e. Purpose of Home Office: \_\_\_\_\_
  - f. Will Clients Visit the Home: \_\_\_\_\_
  - g. If so, please provide site plan of parking for visiting clients
- Manufacturer (Elei printing, jewelry making, etc.):
  - a. Product Description/Type: \_\_\_\_\_
  - b. Materials and Equipment Involved: \_\_\_\_\_  
\_\_\_\_\_
  - c. Identity Space in House that will be used: \_\_\_\_\_  
\_\_\_\_\_
- Catering:
  - a. Kitchen/Stove Use: \_\_\_\_\_

Continuation, page 2 (backside)

Guidelines for Home Occupation eligibility: It is carried out by occupants of the house; it is secondary use of the house; No display associated with the business in windows; No stock-in-trade/commodity sold on the premises; No other person employed.

- I. Only those who live at the house may work in the business. In order to run a business out of the home the only employees must be occupants that actually live in the home.
- II. No display or advertising associated with the business at the home. No signs, no advertising on the street, and no equipment or products on display or stored where it is visible outside the home.
- III. No products can be actually sold at the house. This cannot be a retail store. The business cannot produce any external noise, vibration, smoke, dust, odor, heat, glare, fumes, electrical interference, or waste run-off on the property site. The home cannot be used for storage of products. Absolutely no containers are allowed for business purposes.
- IV. Business cannot front a larger business. If there are employees that do not live at the home, then this business is too large for a residential zone and requires a variance in order to proceed. If the owner of the business wants an assistant or other employee's that does not live in the home, there must be an application to apply for a variance immediately.
- V. Where a home based business does not affect the use of the property or threaten inconvenience on the neighbors, it can be considered a home occupation and does not require a variance.

Applicant complies under the guidelines for Home Occupation under **ASCA 26.0303** as described above. Applicant accepts and recognizes that the Zoning Staff will perform at least 1 site visit every fiscal year.

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date