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Home Occupation Registration

Date of Application: Business License#:

Applicant Information: Name: Home Address: Phone#: Residence: Business:

Name of Business:

Address for which Home Occupation Permit is being requested:

Subdivision: Lot Number: Zoning District:

1. Are you the owner of this property? Yes: No: If no, please indicate the name, address and telephone number of the property owner:

2. Occupation to be conducted at this location: List specific activities involved: (i.e. repairing clocks, sale of goods, day care, etc.)

3. Hours of Operation:

4. Will people come to your home to obtain any product or utilize any service connected with the proposed home occupation? Yes: No: If yes, estimate the number of customers coming to this location daily: Explain in Detail:

5. If providing day care services, how many individuals will you be caring for in your home? (excluding persons related to you)

6. Is a State License required for conduct of the proposed Home Occupation? Yes: No: If yes, attach a copy of your State License.

7. Number of employees including yourself that reside at location: Number of employees that are not residents at the location:

8. Will the Home Occupation be located in your residence, or in another structure on this property? Residence: Other Structure:

9. Square feet of residence: Square feet used for this occupation:

10. Are any other Home Occupations being conducted at this location? Yes: _____ No: _____

11. Has a Home Occupation previously been conducted at this location? Yes: _____ No: _____
If yes, what occupation: _____ Date Begun: _____

12. Will this Home Occupation require: (please check if applicable)
Yes: ____ No: ____ Any alteration in appearance of this structure?
Yes: ____ No: ____ Any mechanical, electrical or other equipment that interferes with radio or TV signals?
Yes: ____ No: ____ Any equipment/activity that causes noise or dust?
Yes: ____ No: ____ The storage or use of any materials or supplies that are combustible?
If you answered yes to any of the above, please describe in detail: _____

13. Will any goods, or commodities be displayed/stored outdoors, or in any exterior window?
Yes: _____ No: _____

14. Will the Home Occupation involve the use of commercial vehicles or trucks for delivery of materials to or from the premises? Yes: _____ No: _____
If yes who will own the vehicles and how often will they be used? _____

15. Attach a drawing indicating parking for customers/commercial vehicles/delivery trucks for this business.

16. Attach a drawing of any signage to be placed on the property, indicating location and dimensions.

I understand that the operation of a home occupation at this location is subject to the requirements of all applicable provisions of the City Code including, but not limited to, Section 27-203 regarding home occupations in residential areas, a copy of which has been provided to me. I hereby consent to the City entering upon these premises at reasonable times to conduct necessary inspections including, but not limited to, building and fire inspections.

Date:		Applicant Signature:	
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Date:		Property Owner Signature:	
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CITY INFORMATION

DENIED: Reason for denial: _____

APPROVED: Paragraph: 27-203(e): _____ 27-203(f): _____ Other: _____
Conditions (if any): _____

Signature/City Planner

Sec. 27-203. Home occupations in residential districts.

(a) *Intent and purpose.* The conduct of certain businesses (home occupations, as defined in section 27-6) in residential neighborhoods may be permitted under the provisions of this section. It is the intent of this regulation to:

- (1) Insure the compatibility of home occupations with the residential neighborhood in which they are located;
- (2) Maintain and preserve the residential character of residential neighborhoods; and
- (3) Guarantee to all residents freedom from excessive noise, excessive traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential areas.

(b) *Moratorium from enforcement.* There shall be a moratorium from enforcement of the regulations pertaining to home occupations for a period of six (6) months from the effective date of this chapter, in order to permit residents to register, inform themselves, and conform to the new regulations.

(c) *Registration of home occupations.*

- (1) Persons operating home occupations shall register their business with the zoning official. Failure to register a home occupation is a violation of this chapter.
- (2) Registration of home occupations shall commence upon the effective date of this chapter. Home occupations shall be registered by means of a questionnaire.

(d) *Prohibited home occupation.* The following shall not be permitted as home occupations:

- (1) Automobile mechanics.
- (2) Funeral chapel or funeral home.
- (3) Gift shop.
- (4) Kennel or stable.
- (5) Private schools with organized classes.
- (6) Rental businesses.
- (7) Restaurant.
- (8) Veterinarian.
- (9) Vehicle body work, including painting of vehicles, trailers or boats.

(e) *Permitted home occupations.* The following is a nonexhaustive list of examples of enterprises that may be home occupations if they meet the performance standards in paragraph (h), below:

- (1) Administrative or professional office.
- (2) Artists, musicians, authors.
- (3) Catering.
- (4) Day care home where care is given by a person licensed by the State of Missouri as a family day care home provider for no more than ten (10) persons not related to the caregiver. State regulations regarding overlap care and care of additional school-age children due to emergency school closings shall apply to day care homes located in the City of Warrensburg.
- (5) Dressmaking, sewing, tailoring.
- (6) Home crafts.

(7) Mail order.

(8) Typing, stenographic or word processing services.

(9) The keeping of up to three (3) roomers or boarders.

(f) *Permits required for certain home occupations.* Certain home occupations have the potential to create a negative impact on residential areas due to client traffic, parking, noise, storage requirements, and the use and disposal of chemical agents. The planning and zoning commission finds that if regulated, these home occupations can be good neighbors. In addition to registration, the following home occupations shall be required to obtain a permit in order to operate in residential districts:

(1) Catering.

(2) Antiques, second hand shop.

(3) Beauty, barber shops.

(4) Cabinet building, carpentry shops.

(5) Offices of medical or health professionals.

(6) Photo studios.

(7) Repair services.

(8) Cleaning services.

(g) *Permit requirements.*

(1) Persons desiring to operate home occupations which require permits shall complete an application.

(2) After the zoning official certifies that the home occupation complies with the provisions of this section, the permit may be issued for the operation of the home occupation.

(3) If the zoning official denies a permit for a home occupation, the operator may appeal the decision to the board of adjustment, in accordance with section 27-56.

(4) Permits for home occupations are issued to individual operators for a specified location. Permits for home occupations are not transferable.

(h) *Performance standards.* To be permitted as a home occupation, all of the following conditions must be satisfied:

(1) Registration is required for all home occupations. Home occupation permits are required for those occupations listed in paragraph (f). Where state certification, registration or licensing is required, such certification shall be presented with the registration application.

(2) The home occupation shall be located in the principal residential building. The area utilized for the home occupation shall not exceed twenty-five (25) percent of the gross floor area of the dwelling unit in which it is located, except for licensed day care homes. Day care homes may exceed this percentage, provided that the day care home meets the floor space requirements of the State of Missouri. Under no circumstances shall the day care or other home occupation be carried on within a detached accessory building.

(3) No more than one (1) home occupation shall be permitted within a dwelling unit.

(4) No goods, stock in trade, or other commodities shall be displayed and/or stored outdoors, or be displayed at any exterior window.

(5) The home occupation shall not cause an alteration in the appearance of the structure, nor be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, or the emission of sounds, noises, odors, dust, vibrations, or traffic generated.

(6) One (1) sign pertaining to the home occupation shall be permitted. The sign shall be attached flat against the building, shall not be illuminated, and shall not exceed four (4) square feet in area.

(7) Home occupations shall be personally operated, conducted, managed and supervised by a person who is a resident of the dwelling. The number of nonresidents engaged or employed on the premises in the home occupation shall not exceed two (2).

(8) The use of mechanical or electrical equipment which interferes with radio or television reception, or any activity which creates noise, vibration, smoke, dust, odors, heat, or glare shall be prohibited. No highly explosive or combustible material shall be used or stored on the premises.

(9) The operation of any wholesale or retail business is prohibited, unless it is conducted entirely by mail or by occasional home invitation and does not involve either the shipment or resale of merchandise on the premises.

(10) There shall be no regular and steady visitation or concentrated coming and going of clients or off-site employees to or from the premises. Customers are limited to no more than ten (10) per day and are limited to the hours of 8:00 a.m. to 9:00 p.m., except that day care homes are limited to the hours of 5:00 a.m. to 9:00 p.m.

(11) The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises, other than one (1) vehicle (not to exceed one(1) ton rating) owned by the resident of the dwelling, which shall be parked in an adequate off-street parking area.

(12) Parking generated by the conduct of a home occupation shall be provided off-street, and other than in a required yard.

i) *Existing home occupations.* A nonconforming home occupation which was lawfully established and in operation on _____(the date the regulation is adopted) may be continued indefinitely, provide that all performance standards outlined in paragraph (h) are complied with within six (6) months of the effective date of this chapter.
(Ord. No. 2748, § 2, 6-22-92)

Secs. 27-204 – 27-224. Reserved.