



CITY OF WARRENSBURG
102 S. HOLDEN ST.
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HOME OCCUPATION REGISTRATION

APPLICANT INFORMATION

Name:
Address:
Phone:
E-mail:

PROPERTY OWNER INFORMATION

Name:
Address:
Phone:
E-mail:

Same as applicant

BUSINESS INFORMATION

Name of Business:
Address:
Type of Business:
Business License #:
Hours of Operation:
Zoning District:

Specific Activities conducted at location (e.g. scheduling, bookkeeping, hair styling, photo editing, photoshoots, etc.):

Occupation will be located in:
Sq. Ft. of Structure:
Sq. Ft. used for Occupation:
% of Total Sq. Ft.:
Number of employees living at location (self = 1):
Number of employees that don't live at location:

Will the occupation include:
Customers visiting the business location. If so, how many on an average day:
Daycare services. If so, how many individuals will be cared for on an average day:
Display in exterior windows or outdoor storage or display:
Equipment or activity that causes noise, dust, or interferes with radio or TV signal:
Use or storage of any materials or supplies that are combustible:
Alterations in appearance of structure:
Addition of exterior signage:
Use of commercial vehicles:

ATTACHMENTS

Copy of State License
Site plan indicating parking for customers, commercial vehicles, and delivery trucks
Not Applicable
Not Applicable

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.

Signature of Applicant Date Signature of Property Owner Date

FOR OFFICE USE ONLY

APPROVED DENIED

Signature, City Planner Date

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 transferrable.
- (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, provided that all performance standards outlined in paragraph (h) are complied with within six (6) months of the effective date of this chapter.