

# HOME OCCUPATION/HOME BASED BUSINESS PERMIT CITY OF COLUMBIA HEIGHTS

_____
Date Received
_____
Received By

<b>PROPERTY OWNER</b>	NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____ DAYTIME PHONE # WHERE YOU CAN BE REACHED _____
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ZONING DISTRICT: \_\_\_\_\_  
 DESCRIPTION OF HOME BASED BUSINESS: \_\_\_\_\_

**PLEASE ATTACH A NARRATIVE PROVIDING DETAILS OF PROPOSED HOME OCCUPATION.**

1. HOW MANY CONCRETE/BLACKTOP OFF-STREET PARKING SPACES ARE THERE? \_\_\_\_\_
2. WHERE WILL BUSINESS BE CONDUCTED?    MAIN HOUSE    BASEMENT    GARAGE
3. WHAT PERCENT OF FLOOR AREA WILL THE BUSINESS OCCUPY? \_\_\_\_\_
4. WILL A SIGN BE USED?    YES    NO  
    IF YES, WHERE WILL IT BE DISPLAYED? \_\_\_\_\_
5. WILL THERE BE ANYONE OTHER THAN OCCUPANTS INVOLVED?    YES    NO  
    IF YES, HOW MANY? \_\_\_\_\_
6. WILL THERE BE ANY MECHANICAL EQUIPMENT INVOLVED?    YES    NO  
    IF YES, LIST EQUIPMENT AND DESCRIBE USE: \_\_\_\_\_  
    \_\_\_\_\_
7. WHAT WILL THE HOURS OF OPERATION BE? \_\_\_\_\_

The above Home Occupation/Home Based Business will be conducted in accordance with the Ordinance of the Columbia Heights City Code. It is understood that the Home Occupation/Home Based Business is clearly incidental and secondary to the principal use of the dwelling for residential purposes and shall not change the residential character of the dwelling or have an adverse effect on adjacent properties nor constitute a nuisance or safety hazard. The undersigned hereby represents that all statements herein are true.

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
Please type or print

SIGNATURE OF APPLICANT \_\_\_\_\_

# HOME OCCUPATION/HOME BASED BUSINESS REQUIREMENTS

## City of Columbia Heights

The City Zoning Ordinance Section 9.301 describes a Home Occupation as "Any gainful occupation or profession engaged in by an occupant of a dwelling unit. Such use must be clearly incidental and secondary to the principal use of the dwelling for residential purposes and shall not change the residential character of the dwelling or have an adverse effect on adjacent properties nor constitute a nuisance or safety hazard".

### **Allowable in Residential Districts (Per Zoning Ordinance 9.603, #3) subject to the following:**

- **Appearance-** shall be clearly incidental and subordinate to the residential use of the property. Exterior alterations or modifications that change the residential character or appearance of the dwelling, any accessory building or the property itself shall not be allowed.
- **Occupancy-** Only persons residing on the premises, and no more than one (1) non-resident employee shall be engaged in the conduct of the home occupation on the premises at any given time.
- **Outside Storage-** No outside storage of products, materials or equipment used in conjunction with the Home Occupation.
- **Business Conducted-** Conducted within the principal residential structure and/or up to thirty (30) percent of the floor area of an accessory building or attached garage.
- **Parking-** Required off street parking for the residential use shall not be reduced or made unusable.
- **Traffic-** Shall not generate excessive traffic or parking that is detrimental to the character of the neighborhood.
- **Product Distribution-** Shipment and delivery of products, merchandise or supplies shall be by single rear axle straight trucks or similar delivery trucks normally used to serve residential neighborhoods.
- **Operational Conditions-** No indications of offensive noise, fumes, odor, smoke, glare, vibration, waste, electrical interference, at or beyond the property line.
- **Signage-** Limited to one (1) non-illuminated sign, not exceeding two square feet in area, provided it be attached to the wall of the residential dwelling.
- **City Codes-** Shall meet all applicable fire and building codes as well as any other applicable City, State or Federal regulations.

### **Prohibited Home Occupations :**

- **Wholesale or Retail Business-** unless it is conducted entirely by mail and does not involve the sale, shipment or delivery of merchandise on the premises. The sale of products incidental to the delivery of a service is allowed.
- **Manufacturing, Welding, Machine Shop-** or similar use.
- **Motor vehicle repair-** either major or minor.
- **Sale, Lease, Trade or Transfer of Firearms or Ammunition**
- **Headquarters or Dispatch Centers-** where persons come to the site and are dispatched to other locations.

**Registration-** Subject to a one-time registration with the City on a form as required by the Zoning Administrator and with a fee as determined by the City Council.