



Community Development Department

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Minor Home Occupation Packet

A Home Occupation is defined as a lawful occupational activity commonly carried on within a dwelling or an accessory building (e.g. garage) by a member or members of the family who occupy the dwelling where the occupation is clearly secondary and incidental to the use of the dwelling for living purposes and the residential character of the dwelling is maintained.

In order to be considered a Minor Home Occupation the following standards must be met:

1. The home occupation does not involve the keeping of stock or merchandise, nor does it include the sale of products, supplies, or merchandise on the premises.
2. The home occupation utilizes no more than 25 percent of the gross floor area of the dwelling unit.
3. The home occupation limits employees to those family members who reside at the residence.
4. The home occupation has no visible exterior evidence of the conducting of the operation.
5. The home occupation includes no use of equipment which creates offensive noise, vibration, sound smoke, dust, odors, heat, glare, x-rays or electrical disturbance to radio or television instruments, or hazard to the public.
6. The home occupation does not generate substantial volume of vehicular or pedestrian traffic. "Substantial volume" means more than a typical residence in the neighborhood generates.
7. The home occupation accommodates both dwelling and occupation parking needs off the street (on the subject property).
8. The home occupation includes no outdoor storage of goods, materials, or equipment.

In order to apply for a Minor Home Occupation the following items need to be submitted to the Community Development Department:

1. A completed application form including contact information, location information and a written statement providing an overview of the proposed use which highlights how the 8 standards listed above are met.
2. A permit fee of \$50.00.

