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# HOME OCCUPATION APPLICATION

## City Code Section 1014: Home Occupations

Property Address: \_\_\_\_\_ Permit No (Staff Use Only): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Address: \_\_\_\_\_

Email: \_\_\_\_\_

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

Property Owner (if different than above): \_\_\_\_\_ Phone: \_\_\_\_\_

Full Address: \_\_\_\_\_

Email: \_\_\_\_\_

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

Please provide the following information regarding this application:

1. Describe the proposed home occupation and name of home occupation.
  
2. Will the home occupation be carried out in a garage, shed, or any other part of the property other than the home? If yes, describe:
  
3. In what part of the home will the home occupation be located, and what percentage of the home will be occupied by the home occupation?
  
4. Who will be employed in this home occupation and what will their duties be?
  
5. Will there be any persons employed who do not live in the home? If yes, describe the need for their employment.

6. What are the intended days and hours of this home occupation?
  
7. How many customers will visit your home occupation at any one time?
  
8. Will the home occupation involve the sale of merchandise over-the-counter that is produced off the property? If yes, describe the merchandise to be sold:
  
9. Will there be any outside storage of equipment or materials used in the home occupation? If yes, describe the equipment or materials:
  
10. Do you have off-street customer parking available at your home occupation? If yes, attach a drawing showing the location, capacity and type of parking surface.
  
11. Will you need to use the street for parking as part of your home occupation? If yes, how much parking space will be needed?
  
12. Will the home occupation require or involve any equipment not normally found in the home? If yes, describe the equipment:
  
13. How long do you anticipate the home occupation will be operated at this address?\*

\*Applicant must notify the City of Tonka Bay upon relocation of said home occupation. A new home occupation application must be submitted within thirty (30) days of relocation.

*Effect of Permit. A "special home occupation permit" may be issued for a period of one (1) year after which the permit may be reissued for periods of up to three (3) years each. Each application for permit renewal shall, however, be processed in accordance with the procedural requirements of the initial "special home occupation permit".*

(STAFF SECTION)

PAID (\$15): Y N RECEIPT NUMBER: \_\_\_\_\_

COUNCIL MEETING DATE \_\_\_\_\_ APPROVED? \_\_\_\_\_