



**HOME BASED OCCUPATION FORM**  
**(For Home Based Businesses Only)**

Home occupation means an occupation customarily carried on within a dwelling unit for profit or support involving the sale of only those articles, products or services produced on the premises, conducted entirely within the dwelling by those who reside in the dwelling unit with equipment customarily used for household purposes and involving no display of articles or products. The term “*home based occupation*” includes:

The following provisions apply in accordance with Article 4 of the City of Stonecrest Zoning Ordinance:

- A. A home occupation where no customer contact occurs on site shall be considered a **Type I** Home Occupation and shall require an **Special Administrative Permit (SA) \$25.00 permit fee. This permit takes 30 days to process. Please take this into account when applying for your business license. Must have approval by the director of community development.**
1. Up to two (2) full-time residents of the premises are allowed to conduct separate home occupations in the same dwelling. In reviewing such a request, the local government may consider the reason, potential residential impact, parking needs, hours of operation and other relevant factors.
- B. All home occupations other than **Type I** home occupations shall be considered a **Type II** Home Occupation and shall require a **Special Land Use Permit (SLUP) \$400.00 permit fee. This permit takes 3 months to process and requires City Council hearings. Please take this into account when applying for your business license. Must have approval by the director of community development.** Additional conditions may be placed on the approval of an **Type II** home occupation in order to ensure the home occupation will not be a detriment to the character of the residential neighborhood.
1. Customer contact is allowed for **Type II** home occupations.
  2. Up to two (2) full-time residents of the premises are allowed to conduct separate home occupations in the same dwelling. In reviewing such a request, the local government may consider the reason, potential residential impact, parking needs, hours of operation and other relevant factors.
- C. All **Type I and Type II** Home Occupations shall meet the following standards:
1. There shall be no exterior evidence of the home occupation.
  2. No use shall create noise, dust, vibration, odor, smoke glare or electrical interference that would be detectable beyond the dwelling unit.
  3. The use shall be conducted entirely within the dwelling unit, and only persons living in the dwelling unit shall be employed at the location of the home occupation.



4. No more than twenty-five percent of the dwelling unit and or five hundred (500) square feet, whichever is less, may be used for the operation of the home occupation.
5. No more than one (1) business vehicle per home occupation is allowed.
6. No home occupation shall be operated so as to create or cause a nuisance.
7. Home occupation shall not include the use of a dwelling unit for the purpose of operating any automobile repair establishment, or car wash.
8. Occupations that are mobile or dispatch-only may be allowed, provided that any business vehicle used for the home occupation complies with section 6.1.3, and is limited to one (1) business vehicle per occupation.

D. Private educational services shall comply with home occupation standards and no more than three (3) students shall be served at a time. Family members residing in the home are not counted towards the three (3) students allowed.

**Any person violating any provision of Stonecrest home based occupation code(s) shall be guilty of a misdemeanor and, upon conviction, shall be fined not less than \$140 nor more than \$1,000 for each offense. Each day a violation continues shall constitute a separate offense.**

**PLEASE SIGN BELOW INDICATING THAT YOU HAVE RECEIVED AND READ THIS NOTICE:**

**PLEASE NOTE:**

**\*BUSINESS LICENSE WILL NOT BE ISSUES UNTIL YOU OBTAIN: (IF APPLICABLE)**

1. **SA/ SPECIAL ADMINISTRATIVE PERMIT (30 DAY PROCESS) – Fee: \$25.00**
2. **SLUP/ SPECIAL LAND USE PERMIT (3 MONTH PROCESS) – Fee: 400.00**

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NAME (PRINT)

SIGNATURE

DATE

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ADDRESS