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### HOME OCCUPATION PERMIT APPLICATION

(FOR PLANNING STAFF ONLY)

Project #: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Planning Official or Designee

\_\_\_\_\_  
Date

**BUSINESS NAME:** \_\_\_\_\_ **PROPERTY TAX ID #** \_\_\_\_\_

**ADDRESS of Proposed Home Occupation:** \_\_\_\_\_

**PROPERTY OWNER:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**OCCUPANT/BUSINESS OWNER (IF NOT THE SAME AS PROPERTY OWNER (RENT, LEASE, ETC.):**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**DESCRIBE HOME OCCUPATION:** (Provide a detailed description. Can be included as an attachment.) \_\_\_\_\_

**TO COMPLETE YOUR APPLICATION PROVIDE THE FOLLOWING:**

\_\_\_\_ \$50.00 application fee. Checks payable to Gadsden County Board of County Commissioners

\_\_\_\_ Copy of proposed site plan/location map including all existing structures on the property

\_\_\_\_ Copy of latest recorded deed (Source: Gadsden County Clerk of the Court)

\_\_\_\_ Copy of tax roll information (Source: Gadsden County Property Appraiser)

\_\_\_\_ Copy of any deed restriction or covenants, if applicable.

**Please read the following requirements of Subsection 5204.B of the Land Development Code and initial on the line to confirm understanding and acceptance of these specifications.**

**Subsection 5204.B Supplemental Standards for Home Occupations.**

- \_\_\_\_ (A) Purpose: A home occupation is an allowable accessory use in a residential or agricultural area where an office exists within a bona fide residence for the purpose of sending and receiving communications, maintaining records and other similar functions, but where no business is conducted other than by phone, mail or electronically and no persons are employed on the site other than the occupants of the residence in question. This subsection regulates the operation and establishment of Home Occupations so that the adjacent and surrounding neighbors will be unaware of its existence.
- \_\_\_\_ (B) Standards: A home occupation is allowed as an accessory use in a bona fide dwelling unit in rural residential and agriculture areas. All provisions of this Code pertaining to residential uses shall be met. In addition, all of the following standards shall apply:
- \_\_\_\_ 1. The establishment of a home occupation must be clearly incidental to the primary use of the dwelling as a residence.
  - \_\_\_\_ 2. The maximum area devoted to a home occupation shall be no greater than twenty-five (25%) percent of the gross floor area of a dwelling unit.
  - \_\_\_\_ 3. There shall be no changes to the exterior of the residence or building that contains the home occupation.
  - \_\_\_\_ 4. No outside display or storage of materials, inventory, goods or equipment shall be allowed.
  - \_\_\_\_ 5. A home occupation shall not generate nuisances such as on-street parking, noise, electrical interferences or hazards.
  - \_\_\_\_ 6. There shall be no outside employees; nor shall any other commercial activity be carried on outside of the structure containing the home occupation.
  - \_\_\_\_ 7. Traffic generation for the home occupation shall be no greater than normally associated with a bona fide residence.
  - \_\_\_\_ 8. There shall be no physical evidence of the conduct of such home occupation, other than one sign not exceeding two square feet in area.
- \_\_\_\_ (C) Exceptions: In Agriculture areas, a home occupation may also be conducted from a barn. Barns in which home occupations are operated from must have some historical significance. For purposes of Gadsden County, a barn which has historical significance must have been constructed before 1975. All other requirements of home occupations shall apply.

**Approval of this application does not supersede any deed restrictions or covenants, landlord/tenant agreements nor does the award of the home occupation permit release you from the responsibility of obtaining other documents as may be required by law for the operation of your business.**

**I have read Subsection 5204 of the Gadsden County Land Development Code and agree to the specifications therein regarding the operation of a home occupation. Further, I have reviewed the deed restrictions and covenants of the property or subdivision where the home occupation is to be located, and have found that the said operation is not in conflict with the stipulations of either document.**

\_\_\_\_\_  
Signature of Property/Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner Granting Authorization  
(If different from Business Owner)

\_\_\_\_\_  
Date