

CITY OF FENNIMORE
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APPLICATION FOR A HOME OCCUPATION PERMIT

INSTRUCTIONS:

Applications are to be filed with the City Zoning Administrator and he/she may refuse applications that are not complete or that are not legible. The **\$20 application fee** should be included with the application.

APPLICANT(S) _____

OWNER OF SITE _____

ADDRESS OF PREMISES AFFECTED _____

ZONING DISTRICT CLASSIFICATION _____

DESCRIPTION OF EXISTING OPERATION OR USE _____

DESCRIPTION OF PROPOSED OPERATION OR USE _____

TYPE OF HOME OCCUPATION PERMIT BEING APPLIED FOR _____

Applicant

Date

DEFINITIONS:

Passive Home Occupations--are those which (1) bring little or not vehicular traffic into the area of the home; (2) bring customers to the home in which the business is located on a sporadic basis or in which the work is performed away from the home; and (3) neither require, nor are operated on, a regular schedule of business hours. ***The following home occupations are Passive Home Occupations: accounting services; answering services; architect's offices; artists; bookkeeping services; computer time sales; consulting services; electricians; engineering services; feed sales; fire extinguisher sales, service and repair; gunsmith services; home product sales; mobile tool sales services; painters; publishing services; realtors; surveying services; taxidermy services; tool and blade sharpening; typewrite repair; upholstery services.***

Passive Conditional Home Occupations--are those which (1) bring moderate amounts of vehicular traffic into the area of the home; (2) bring customers to the home in which the business is located on a regular basis, with a reasonable chance that more than one customer may occasionally be at the home at the same time; and (3) either require, or are likely to be operated on , a regular schedule of business hours. ***The following home occupations are passive Conditional Home Occupations: cabinetmaking or woodworking services; shoe repair services; teaching services such as, but not limited to, music lessons or dance lessons.***

Active Home Occupations--are those which (1) tend to generate a steady flow of vehicular traffic into the area of the home; (2) bring customers to the home in which the business is located on the basis of regularly scheduled appointments; and (3) are operated during regularly scheduled business hours, frequently requiring the services of employees other than the residents of the home. ***The following home occupations are Active Home Occupations: attorneys' offices; barber shops; beauty salons; chiropractor's offices; dental offices; insurance sales; optometrist's offices; photographer's studios; physician's offices (not including doctors of veterinary medicine)' and small appliances repair services, which shall be limited to the repair of appliances which may be readily carried by one person.***

REQUIREMENTS:

All home occupations must meet all the following requirements:

1. The home occupation must be owned and operated by a person residing in the dwelling.
2. Entrance to the home occupation must be gained through the principal structure.
3. No home occupation may be conducted from a garage.
4. No stock in trade may be stored on the premises other than materials to be consumed in providing a service to customers. This provision shall not be construed to allow the storage of goods intended to be provided to customers without substantial change in the condition of the goods as they were received from their manufacturer or the wholesaler.
5. No over-the-counter sales of goods are allowed.
6. A professional may use his or her residence for consultation, emergency treatment or the performance of religious rites, but not for the general practice of his or her profession unless the other terms of the zoning ordinance are complied with.

7. No more than twenty percent (20%) of the total floor area of the principal structure or dwelling unit shall be used for any home occupation.
8. No accessory building shall be used for any home occupation.
9. The following off-street parking requirements shall apply to home occupations:
 - a. passive--no off-street parking spaces shall be required.
 - b. passive conditional--the number and location of off-street parking spaces to be required will be decided on a case-by-case basis at a hearing before the Plan Commission, said hearings to be held in accord with the procedure of Section 19.05 of the zoning ordinance so far as it is practical.
 - c. active--three off-street parking spaces shall be provided. These spaces are in addition to personal parking spaces for the residents and may not be so situated as to block access to the personal parking spaces for the residents. The off-street parking spaces may not be located on the street address side of the property and must be located at least eight feet from the property line.
 - d. whenever off-street parking spaces are required, the owner or operator of the home occupation shall encourage customers to use the off-street parking facilities.
10. The involvement of the labor or services of more than one person in any home occupation requires a conditional use permit. This applies to all classifications of home occupations, without regard to the residence of the additional person or persons, without regard to whether said services or labor are compensated in any manner and without regard to the Zoning District in which the home occupation is located.
11. Sign allowed, not to exceed 6 sq. ft. in size. Must be at least 6 feet from any property line. May not obstruct vision of motorists. Zoning permit required.

Permit Granted or Denied on _____

By _____
(Zoning Administrator/Plan Commission)