



HOME OCCUPATION PERMIT

PLANNING DEPARTMENT

700 FOX TRAIL

OPELIKA, AL 36801



As defined in SECTION 8.14 HOME OCCUPATION, A home occupation is a gainful occupation or profession conducted by members of a family residing on the premises and operated entirely within the principle dwelling unit and in such a manner that there will be no external manifestation of the occupation of the business outside the dwelling unit.

Business Name: _____

Applicant Name: _____ Phone and Email: _____

Address of Home Occupation: _____

Property Owner Name (if different than Applicant) _____ Phone: _____

If you are not the property owner of the home occupation address, then you need to obtain notarized approval from the property owner. Complete the “Authorized to Act as Applicant” form – see last page

A. Please explain the nature of your home occupation including tasks performed in your home and tasks performed away from your home: _____

B. What material, goods, supplies, equipment and/or vehicles will be used for the home occupation? _____

Where will the material, goods, etc., be store? /transported to & from? (#4, #5) _____

C. Will you be using your personal vehicle for home occupation purposes? _____ If yes, what kind of vehicle do you have? _____

D. How many cars, trucks, trailers, and other types of road vehicles used for the business will be stored at the home occupation address? _____ (#7)

E. Will a sign be posted? _____ yes _____ no. If yes, please initial here _____ acknowledging that all signs are subject to the provisions of Article IX of the Zoning Ordinance give detail (size & location) _____ (#5)

F. How many off-street parking spaces are available on the premises? _____ (#7)

The purpose for home occupation requirements is to make sure the residential neighborhood where the home occupation is operating does not adversely affect the character of the residential neighborhood. Please complete the following questionnaire by checking yes or no and provide explanations when asked to see if your business meets requirements for a home occupation.

1. Do you intend to have employees other than yourself? ____ yes ____ no. If yes, how many employees will you have at the home occupation address? ____ How many employees live elsewhere from this residence? ____
2. Will the home occupation occupy more than 25% of the floor area of the home or more than 500 square feet of the home? ____ yes ____ no
 - (a) What is the size of the main residence (square feet) at the home occupation address above? _____ sf
 - (b) What is the area or portion of the residence used for the home occupation? _____ square feet
3. Will the home occupation business be conducted primarily within the main building (principal dwelling unit)? ____ yes ____ no #3
4. Will the home occupation involve the use of any yard space or outside area? ____ yes ____ no. If yes, please explain. _____

5. Will there be any outside evidence of your home occupation such as vehicles, equipment, or materials stored outside? ____ yes ____ no #3, #5
6. Will you be storing equipment or supplies outside of your home? ____ yes ____ no. If yes, what will you be storing outside your home and where will it be stored? _____

7. Does your business involve the use of chemicals or hazardous materials? ____ yes ____ no. If yes, please describe. _____
8. Will there be any accessory structures, garages, or other types of structures used or built that will be used for the home occupation? ____ yes ____ no #4
9. Do you intend to make any internal or external alterations to your home for the purpose of your home occupation? ____ yes ____ no. If yes, please explain. _____

10. Will you be able to carry out home occupation activities without making alterations to the exterior (outside) appearance of the home or the premises? ____ yes ____ no #3
11. Does your home occupation involve display of merchandise in your home or on the premises with the intent to immediately sale the merchandise that is on display like a retail store? ____ yes ____ no
12. If your home occupation involves selling and ordering merchandise for customers, how will the customer receive the merchandise: (1) the merchandise will be shipped directly to the customer's address (2) merchandise will be delivered to the customer's home, or (3) the customer will pick up the merchandise from my home occupation address? ____ 1 ____ 2 ____ 3
13. Will nuisances such as traffic, on-street parking, noise, vibrations, glare, odors, fumes, electrical interference, or hazards be generated to a greater extent than what is usually experienced in the residential neighborhood? ____ yes ____ no ____ #8
14. Does the home occupation involve vehicle related businesses such as vehicle sales, maintenance, repairs, Or the sale from the home any knives, firearms, air guns, or other dangerous weapons? yes ____ no ____ #8

SUBMITTAL REQUIREMENTS

1. Provide a plot plan depicting the location of the residence and any accessory buildings in which the home occupation is to be located in relation to the existing property lines.
2. Floor plan depicting the location, size and area of each room within the main residence and any accessory buildings.

THE FOLLOWING REQUIREMENTS APPLY TO ALL HOME OCCUPATIONS:

1. No person shall operate a home-based business without first procuring a permit from the City Planner or his/her designee and a business license from the Revenue Department.
2. The home occupation must be clearly incidental and secondary to the use of the dwelling as a residence. No more than 25 percent of the total floor area of the dwelling shall be used for home occupation, to a maximum of 500 square feet. At the City Planner's discretion, a floor plan of the residence may be required, indicating the specific locations (s) and extent of the business activity.
3. The exterior appearance of the dwelling unit and/or premises shall not be altered, or the occupation within the dwelling unit conducted, in any manner that would cause the premises to differ from its residential character or from the character of the neighborhood.
4. No accessory structure shall be built, nor shall any existing accessory structure be used, for the home operation.
5. No outdoor display or storage of materials, good, supplies, or equipment used in the operation of the business shall be permitted outside the dwelling unit. No alteration to any building shall indicate from the exterior that the building is being utilized for any purpose other than a residential unit. On non-illuminated sign having an area of not more than two (2) square feet may be placed flat on a door, wall, or window. No signage is allowed in the yard. No flammable, caustic, or noxious material not commonly found in the home may be stored or kept on the premises.
6. A maximum of one (1) person not residing in the dwelling may engage in the operation of the home occupation.
7. Adequate off-street parking shall be provided for business invitees. However, no commercial vehicles or equipment may be parked or stored on the premises overnight. This shall not prohibit the parking on premises of company vehicles which are used by an occupant of the dwelling as his or her mode of travel from home to work.
8. A home occupation use shall not generate nuisances such as traffic, on-street parking, noise, vibration, glare, odors, fumes, electrical interference, or hazards to any greater extent than that what is usually experienced in the residential neighborhood. The operation of the home occupation shall not involve the sale from the home of any dangerous or deadly weapons such as knives, firearms, or air guns.
9. No automobile/truck/boat/vehicle related business is permitted as a home occupation on-site. Vehicle related businesses include but are not exclusive to: vehicle maintenance, repair, renovation, and/or sales.
10. Subject to the above limitations, examples of home occupations are: dressmaking, tailoring, sewing, making custom home furnishings, tutoring, baking, teaching music and the fine arts, photography or art studio, direct selling, insurance salesman, beautician or barber, child daycare for no more than (6) children, professional offices such as attorney, physician or other medical practitioner, architect, planner, engineer, or accountant, and contractors provided no trucks, materials, or construction equipment are kept on the premises.

(Date of Amendment: July 15, 2003. Ordinance No.: 113-03)

AUTHORIZATION TO ACT AS APPLICANT (if applicable)

I, _____, being owner of the property at the home occupation address shown on this application hereby authorize _____, the tenant or resident at the home occupation address, to operate a home occupation business on my property.

Property Owner's Signature: _____ Date: _____

STATE OF ALABAMA
COUNTY OF LEE

I, _____, a Notary Public in and for said County and State, hereby certify that _____, whose name is signed as the property owner above, and who is known to me or acknowledged before me on this day, that being informed of the contents of this document, did execute the same voluntarily on the day that bears the same date.

Given my hand and seal of office this ____ day of _____,

Notary Public

My Commission Expires: _____

A denial by the Zoning Administrator of a use for a home occupation may be appealed to the Board of Zoning Adjustment which shall determine whether the proposed use is in compliance with the foregoing limitations and is compatible with the district in which said home-based business is located.

I, the undersigned, agree to and understand the requirements for my home occupational business, and have received a copy of these requirements as set out in the City of Opelika's Zoning Ordinance, Section 8.14 Home Occupation. I certify that I have read and examined this application and my completion of this application and answers to the above questions are true and correct. If there is any change to my business that affects any of these requirements, my answers above, or I change the location of my business, I will inform the Planning Department. I understand that if any portion of this application is false or misrepresented it may be cause for immediate revocation of zoning approved.

Applicant's Signature

Date

Planning Department

Date

Reviewed & Approved