



## HOME OCCUPATION APPLICATION

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### HOME OCCUPATION INFORMATION

Name of Business \_\_\_\_\_  
Address of Business: \_\_\_\_\_ Whitehouse, Texas 75791  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Total Floor Area Used in Conjunction with Home Occupation: \_\_\_\_\_  
Describe the Exact Nature of the Home Occupation: \_\_\_\_\_

Area of the Residence Used for the Business: \_\_\_\_\_

Number of People that will be Employed at this Location: \_\_\_\_\_

Will There be any Clients or Customers Coming to your Residence?  No  Yes

### APPLICATION SUBMITTAL REQUIREMENTS

1. Completed application.
2. A site plan or survey of the property showing the location where the home occupation will take place in the residence.

### APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

By signing this application, you acknowledge that all information is correct and true and that you have read and understand the conditions of the permit if approved as shown on pages 2 and 3 of the application packet.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## HOME OCCUPATION PERMIT CONDITIONS

### APPLICATION SUBMITTAL REQUIREMENTS

Home occupations shall include any professional and personal services meeting the standards and criteria stated below, but shall not include activities at the premises involving retail and wholesale sales and services, automotive or similar repair businesses, automotive body repair businesses, or other such similar businesses.

Persons desiring a permit for a home occupation shall make application for same to the Administrator. The Administrator shall determine whether the home occupation is clearly incidental and subordinate to the dwelling unit. If such is the case, a permit for same shall be issued by the Administrator once said home occupation permit is issued to an applicant, it cannot be transferred to a second applicant through the sale, leasing, or rental of the premises on which said home occupation is located or in any other manner. Such application for a permit shall contain such information as the Administrator may require, but, in any event, shall include the following:

- a. Name of applicant;
- b. Location of residence where the home occupation will be conducted;
- c. Total floor area of the residence;
- d. Area of room or rooms to be utilized in the conduct of the home occupation;
- e. A sketch with dimensions showing the floor plan and the area to be utilized for the conduct of the home occupation; and
- f. The exact nature of the home occupation.

Any person may seek revocation of a home occupation permit by making application therefore to the Administrator, who shall cause an investigation to be made to determine whether the permit holder is conducting said home occupation in a lawful manner as prescribed by this section. In the event that the Administrator determines that the permit holder is in violation of the provisions of this section, said permit shall be immediately revoked by the Administrator. The decision of the Administrator shall be subject to appeal to the Planning and Zoning Commission.

All home occupations shall comply with the following standards and criteria before permits can be issued:

- a. The home occupation shall be conducted only within the principal building;
- b. No more than one (1) additional person other than the residents residing on the premises shall be employed or engaged in said home occupation at the premises;
- c. There shall be no alteration or change to the outside appearance, character, or use of the building or premises, or other visible evidence of the conduct of such home occupation, other than one (1) sign not exceeding one (1) square foot in area, non-illuminated, and mounted flat against the wall of the principal building;
- d. No home occupation shall, occupy more space than twenty-five percent (25%) of the total floor area of a residence, exclusive of any open porch, attached garage, or similar space not suited for or intended to be occupied as living quarters; provided, however, that in no event shall such home occupation occupy more than seven hundred (700) square feet;
- e. No commodities or goods of any kind shall be sold on the premises, nor displayed on the premises for sale elsewhere;
- f. No equipment or process shall be used in such home occupation which creates noise, vibrations, glare, fumes, odors, or electrical interference detectable to the normal senses outside the dwelling unit, nor shall there be any combustible materials located anywhere on the premises which might prove hazardous to the public's welfare. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in live voltage off the premises;



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- g. No articles or materials used in connection with such home occupation shall be stored on the premises other than in the principal building so used;
- h. No more than one (1) automobile or truck whose size shall not be larger than a stock one (1) ton panel or pick-up truck used in conjunction with such home occupation shall be permitted to park on the premises in question or off the premises in question and within view from surrounding properties.