



OFFICER OF RECORDER/TREASURER

Department of Finance Application for Home Occupation
The Johnson City Building Department will investigate and analyze your application.

Date: \_\_\_\_\_ Name of Business: \_\_\_\_\_
Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_
Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_
Home Phone: \_\_\_\_\_

Provide a detailed description (1 or 2 paragraphs) of the proposed home occupation such as: 1) activities involved. 2) materials and equipment used, and 3) methods of operation. (You may write on the back of this page).

In addition, please respond to the following comments and questions:

- 1. How many persons will be involved or employed in the conduct of the proposed occupation?
Members of immediate family: \_\_\_\_\_ Others: \_\_\_\_\_ Total: \_\_\_\_\_
2. What type of product will be produced, serviced, or repaired in the conduct of your home occupation? (for example, repair of clocks or watches, making jewelry, etc.) Explain: \_\_\_\_\_
3. Describe any alterations to the home or premises that might be required to facilitate your home occupation? \_\_\_\_\_
4. Describe what rooms will be used in the conduct of the home occupation and how these rooms will be used (for example: garage will be used to store supplies, or den will contain desk and file cabinets, etc.): \_\_\_\_\_
5. Describe the mechanical and/or electrical equipment that will be necessary to conduct your activity? \_\_\_\_\_
6. Describe how, where, and in what amounts the materials, supplies, and/or equipment related to your proposed occupation will be displayed or stored: \_\_\_\_\_
7. Will people come to your home to obtain any product or utilize any service connected with the proposed home activity? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain in detail: \_\_\_\_\_
8. Are any signs necessary or proposed relative to the home occupation? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe type, size and location: \_\_\_\_\_
9. If trucks or other equipment will be used in your home occupation, where will they be parked or stored? \_\_\_\_\_
10. Will the home occupation involve the use of commercial vehicles for delivery of materials to or from the premises: Yes \_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_
11. Is your proposed home occupation in conformance with the conditions, covenants and restrictions pertaining to the property? Yes \_\_\_\_\_ No \_\_\_\_\_

I have read and understand the section concerning Home Occupation of the Zoning Ordinance and believe, to that knowledge, that my proposed Home Occupation would not violate any portion of said ordinance.

Applicant's Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_
Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_
Owner Name (Printed): \_\_\_\_\_ Owner Phone Number: \_\_\_\_\_

#### 4.13 - ACCESSORY STRUCTURES AND USES

##### 4.13.5 Accessory uses:

###### A. Permitted home occupations:

1. Offices for such professionals as but not limited to architects, counselors, contractors, clergy, draftspersons and cartographers, engineers, financial planners, insurance agents, lawyers, real estate agents, accountants, psychologists, psychiatrists, surveyors, cleaning services, salespersons and manufacturer's representatives;
2. Personal services including barber and beauty shops (limited to one chair), therapeutic massage, pet grooming, catering, tailors and dressmakers, and typing and word processing services;
3. Instructional services including but not limited to dance, music, arts and crafts, and tutoring;
4. Studios for artists, sculptors, musicians, and photographers and similar activities;
5. Repair services for jewelry, watches and clocks, small appliances, computers, electronic devices, guns, lawnmowers, and small engines, and similar activities;
6. It is recognized that this list is not totally inclusive. The Planning Division shall make the determination of whether an unlisted business qualifies as a permitted use. An appeal of the Planning Division's determination may be made to the Board of Zoning Appeals.

###### B. Prohibited home occupations:

1. Kennels and veterinarian clinics or hospitals;
2. Medical and dentist offices involving patient visitation;
3. Motor vehicle repair;
4. Retail sales of goods on the premises;
5. Barber and beauty shops exceeding one chair; and
6. Substance abuse treatment facility involving client visitation;

###### C. Operational standards:

1. The home occupation shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character and appearance of the dwelling. No internal or external alterations inconsistent with the residential use shall be permitted.
2. Use of the dwelling for this purpose shall be limited to 25 percent of one floor of the primary residential dwelling and 50 percent of the floor area of one accessory structure. No outside storage shall be used in connection with the home occupation. Refuse generated in the conduct of the home occupation shall be stored and or disposed of in accordance with city policy.
3. The equipment used by the business and the operation of the business shall not create any vibrations, heat, glare, dust, odors, or smoke discernible at the property lines. The business and the operation of the business shall comply with all city noise ordinances and regulations. The business and the operation of the business shall not create any electrical, magnetic or other interference off the premises, consume utility quantities that negatively impact the

delivery of those utilities to surrounding properties, or use and/or store hazardous/explosive materials in excess of quantities normally found in residential structures.

4. The home occupation shall have no more than one nonresident employee on the premises at any one time. The number of nonresident employees working at locations other than the home occupation is not limited.
5. Customer or client visits to the home occupation are limited to the hours from 9:00 a.m. to 8:00 p.m., and no more than two customers or clients shall be present at any one time.
6. Delivery vehicles used to deliver goods to the home occupation are limited to passenger vehicles, mail carriers, and express carriers such as UPS. Deliveries shall be permitted between 8:00 a.m. and 6:00 p.m. The home occupation shall be limited to the parking or storage of one commercial vehicle on the premises, not exceeding a one-ton capacity. Off-site employees shall not park vehicles at the location of the home occupation.
7. Signage for home occupations shall be limited to one nameplate attached to the building, not to exceed two square feet in area and may not be internally illuminated. No freestanding signs in the yard used in conjunction with the home occupation shall be permitted.