

## Minor/Major Home Occupation Application

### Applicant

Name		Phone	
Address		Email	

### Owner of Record

Name		Phone	
Address		Email	

### Site information

Address/location			
	Tax map:	Group:	Parcel:
Subdivision Name			
Summary of Occupation			

**Home Occupations**, the following standards are intended to ensure that home occupations are compatible with the residential character of neighborhood where they are located. The following limitations apply to all Home Occupations:

- a. The home occupation shall be clearly incidental and secondary to the use of the property for residential purposes;
- b. A home occupation shall not be established prior to the residents conducting the home occupation taking possession of, and residing in, the dwelling;
- c. Outside storage or display of materials, merchandise, or inventory is prohibited;
- d. Exterior alteration that changes the residential character of the principal building is prohibited;
- e. No exterior building signs shall be permitted except as specifically provided in Article 7 of this Ordinance;
- f. Receipt, sale or shipment to and from the premises is permitted by regular U.S. Mail and express shipping service characteristic of residential neighborhoods; large-volume, business-to-business commercial deliveries are prohibited; and
- g. The applicant shall obtain all appropriate licensure required by the State of Tennessee.

**The Zoning Administrator may revoke the Home Occupation permit for failure to comply with these limited use standards, conditions imposed by the Board of Zoning Appeals, or other violations of City of Columbia Ordinance. If the Zoning Administrator denies a request for a Minor Home Occupation or revokes an existing permit, the applicant has the right to appeal the decision to the Board of Zoning Appeals. In such cases, the request will be treated as a Conditional Use application for a Major Home Occupation permit.**

A Minor Home Occupation is allowed with the approval of a Minor Home Occupation permit from the Zoning Administrator. If the Zoning Administrator finds that the proposed home occupation could negatively impact the residential character of the neighborhood or the peaceful enjoyment of other property owners, they may refer the matter to the Board of Zoning Appeals.

**Limitations for Minor Home Occupations: (complete all that are applicable)**

- The Home Occupation will not exceed fifty percent of the total floor area of the principal building.
- No person other than a family member residing on the premises will be employed as part of a minor home occupation unless such employee works off-premises.
- There will be no customers or clients on the premises of a minor home occupation.
- No commercial vehicles or trailers, other than ordinary passenger vehicles, will be permitted on the premises.

A Major Home Occupation shall be allowed only with the approval of the Board of Zoning Appeals. Such approval shall follow the process of a Conditional Use permit. The Zoning Administrator shall review such Major Home Occupation requests and recommend appropriate conditions of approval to the Board of Zoning Appeals.

**Limitations for Major Home Occupations: (complete all that are applicable)**

- Major Home Occupation will be conducted within an accessory building.
- Major Home Occupation will employ up to two non-resident employees.
- Except for in-home childcare licensed by the State of Tennessee, Major Home Occupation may accommodate more than two customers or clients on the premises at the same time.
- Shipments and deliveries to and from the premises are prohibited between the hours of 9 PM and 7 AM.
- No employees, customers, or clients may be present on the premises between the hours of 9 PM and 7 AM.
- Trailers, equipment, and commercial vehicles, when permitted by the Board of Zoning Appeals, must be stored in the Third Layer and screened from view.
- The Board of Zoning Appeals has the authority to further restrict the number of employees, hours of operation, deliveries, and parking of commercial vehicles and equipment on site.

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Print Name

Signature

Date