



Home Occupation Permit

Office Hours Monday – Friday 8:00 AM – 4:30 PM

Date: _____

Occupants Name: _____ Phone Number: _____

Address of property: _____ Email: _____

Name of property owner: _____

Address if property owner: _____ Phone Number: _____

Subdivision: _____ Lot Number: _____ Zoning District: _____

Describe nature of proposed business: _____

Number of people engaged in business: _____

Percent of floor area used in business: _____

Will there be a sign on the building? _____ If Yes, what size? _____

Will there be delivery trucks, customers or additional traffic as a result of this business? _____

What type of equipment will be used in this business: _____

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Printed Name: _____

This application is: Approved Disapproved

Remarks: _____

Zoning Inspector: _____ Date: _____

Fee: \$42.25

Current fee schedule effective 01/01/2012 till 12/31/2012

Revised 12/11

City of Springboro
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Springboro, Ohio 45066
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GUIDELINES FOR THE OPERATION OF "HOME OCCUPATIONS"

1. No person other than members of the family residing on the premises shall be engaged in such occupation.
2. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation.
3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding four square feet in area, non-illuminated and mounted flat against the wall of the principal building.
4. No home occupation shall be conducted in any accessory building.
5. No traffic signal shall be generated by such home occupation in a greater volume than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be off the street and other than in a required front yard.
6. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or processes shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

I have read the above requirements regarding the "Home Occupation" permit and agree to operate in accordance therewith. I further understand that in the event that any of the above conditions are violated, the permit may be revoked.

Applicant

Date