

Home Occupation Permit Information
For Type I HO Permit
(City of Huron & 3-mile residential areas)

353-8512

239 Wisconsin SW

Applying for a Home Occupation Permit? This information will assist you through the application process. Please visit with the City Planner before proceeding to complete the application. The Planner will review the appropriate zoning ordinances and application process.

Type I Home Occupation permitted uses include, but are not limited to:

1. Artist/Artisan
2. Professional office (author, architect, consulting, word processing, computer programming, drafting, graphics, engineering, investments, insurance, interior design, real estate, ministerial and secretarial).
3. Specialty bakery/catering service.
4. Handicrafts (not for sale on site).
5. Individual tutoring.
6. Individual musical instructions without amplification (three students only at one time).
7. Telephone answering.
8. Mail ordering.
9. Special occasion service.
10. Coin collection.
11. Sales involving or similar to Amway, Shaklee, Avon, Mary Kay or Tupperware.
12. Tailor/Seamstress.
13. Barber/Beauty shop (single chair).

23.04.060 Prohibited Home Occupations.

- (1) Car sales as a business.
- (2) Home Occupation by lessee/renter without written consent of property owner.
- (3) Kennels or boarding for pets, training or raising of dogs or cats, birds, or other animals where any animals are kenneled or boarded out-of-doors.
- (4) Manufacture or processing of goods, materials or objects, **except** uses such as dressmaking, arts and handicrafts, where goods are not manufactured or processed as stock for sale or distribution.
- (5) Sales of commercial cleaners.
- (6) Sales and repair of motorized vehicles.
- (7) Sales of firearms, explosives or other weapons which require a state or federal license to provide such services.
- (8) Tattoo or body piercing parlors.
- (9) Businesses that serve customers in vehicles through means of a drive-through.

The Neighborhood: It is highly recommended that you visit with and inform your immediate neighbors about your plans and address their concerns in your application.

The Form: Please complete the application and return it to the Planning Office at least 30 days prior to your expected business start date. An incomplete form will not be accepted.

Three-Mile Area: If your property is located outside of city limits in the Joint Jurisdictional Zoning Area, you are required to apply to the City of Huron for a home occupation permit.

Fee: There is a \$40.00 filing fee, which covers the cost of processing your request.

Review: The Planning and Inspection Offices will review your request and any property in question. You will be notified of approval along with any conditions that will be placed as a part of the approval of your request.

Renewals

All home occupation permits are reviewed every two years. There is no fee charged for the renewals. If a complaint regarding the home occupation occurs, the property will be inspected prior to the 2-year renewal and you will be notified of any changes regarding the permit.

If you have questions, please call 353-8512.

HOME OCCUPATION PERMIT APPLICATION

Filing fee - \$40.00

[please print]

Applicant: _____
Address: _____
Phone: _____

Project Address: _____

Legal Description: _____

Zone: _____ Zoning code affected: 23.____.____ & 23.____.____

REQUEST PERMISSION TO: _____

NOTE: All approved home occupation permits shall be granted with the following conditions:

- (1) The Zoning Administrator, Building Inspector or his designated official may attach restrictions or stipulations as they see fit.
- (2) All home occupation permits are subject to biennial review.
- (3) There shall be no renewal permit fee for home occupation permits.

1. Please describe your project: _____

2. What will be its effect on your neighborhood: _____

3. Describe any special situations which the commission should consider:

4. Hours of operation? _____

Please review the following requirements and mark your ability to comply. If you cannot comply with one or more of the requirements, explain the situation and why you cannot meet the requirement(s).

	Can comply	Cannot comply
1. The home occupation will be conducted within the dwelling or accessory building.	_____	_____
2. The home occupation is subordinate to the principal use of the premises.	_____	_____
3. There will be no exterior visible evidence of the home occupation.	_____	_____
4. There is no signage allowed for a Type I home occupation.	_____	_____
5. There will be no commodity sold upon the premises except that which is prepared on the site or furnished as incidental to the service rendered.	_____	_____
6. The home occupation will cause no emission of odor, gas, smoke, dust or noise.	_____	_____
7. I will provide at least three off-street parking spaces for customers. Where are these located on the property?	_____	_____

In signing this application, I understand and acknowledge that the City of Huron may post a sign on my property and notify my neighbors (adjacent to the location of the requested use).

I do hereby authorize entry to city staff/hearing examiner onto the property before the meeting for the purpose of reviewing the request.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Zoning Administrator and Building Inspector Action and Comments:

Approved: _____ Denied: _____ Withdrawn: _____