



**TOWN OF WOODSIDE  
APPLICATION FOR HOME OCCUPATION**

Home Occupation: New \_\_\_ Renewal \_\_\_ Prior License No. \_\_\_\_\_

Applicant \_\_\_\_\_ Property Owner (Y) (N) \_\_\_\_\_

Address of Business \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fed. Employer ID NO. (FEIN) \_\_\_\_\_

No. of Employees \_\_\_\_\_

Sq. Ft. of Residence \_\_\_\_\_ Sq. Ft. for Business \_\_\_\_\_

Name & Nature of Business \_\_\_\_\_

Type of Ownership \_\_\_\_\_

(Sole Proprietorship, Partnership, Corporation)

Business Location (within residence) \_\_\_\_\_

Describe any sale of merchandise \_\_\_\_\_

Describe any storage of supplies or merchandise (type & location):  
\_\_\_\_\_

Vehicles to be operated under this license \_\_\_\_\_

**AFFIDAVIT**

I certify that I am the owner (or authorized agent of the owner\*), of the property involved in this application and that the foregoing is true and correct

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Property owner shall provide written verification of the authorized agent status.**

**APPLICANT SHALL PROVIDE A LIST OF PROPERTY OWNERS WITHIN A 300 FT. RADIUS (PLUS STAMPED, ADDRESSED ENVELOPES) FOR NOTIFICATION OF PROPOSED BUSINESS No public hearing shall be required, but the public notice shall be the same as that for public hearings as set forth in § 153.322 of Zoning Ordinance.**

-----Office Use Only-----  
Date submitted: \_\_\_\_\_ Public Notice: \_\_\_\_\_ By: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

License No. \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Home Occupation Applicant:**

**PLEASE RESPOND TO EACH REQUIREMENT  
OF THE ORDINANCE BY DESCRIBIN THE  
CONDITIONS OF YOUR HOME OCCUPATION.**

(a) Such occupations shall be conducted by no more than two (2) resident occupants entirely within either the main dwelling unit or accessory dwelling unit.

RESPONSE: \_\_\_\_\_

(b) The total floor area used for home occupations shall not exceed one-fourth (1/4) of the total floor area of the main residence or 400 square feet, whichever is less, regardless of where on the parcel such occupation is carried on.

RESPONSE: \_\_\_\_\_

(c) No products shall be sold or stocked for sale other than those produced on the premises. No outdoor storage of material shall be permitted. No vehicles related to the home occupation larger than a 3/4 ton truck nor more than two vehicles related to the home occupation shall be parked on the premises.

RESPONSE: \_\_\_\_\_

(d) There shall be no show window, window display, or sign to attract customers or clients.

RESPONSE: \_\_\_\_\_

(e) Home Occupations shall not require internal or external structural alterations, nor shall construction features or mechanical equipment not customary in dwellings be permitted.

RESPONSE: \_\_\_\_\_

(f) Home Occupations shall not result in a change of the character of the dwelling or adversely affect the uses permitted in the residential district.

RESPONSE: \_\_\_\_\_

(g) No equipment or process shall be used in a home occupation which equipment or process creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receiver or causes fluctuations in line voltages off the premises.

RESPONSE: \_\_\_\_\_

(h) A home occupation shall not cause an increase in parking demand or a significant increase in pedestrian or vehicular traffic in the vicinity.

RESPONSE: \_\_\_\_\_

---

(i) A home occupation shall not be conducted on any site unless a permit authorizing the use has been issued by the Town. An application for a home occupation permit shall be filed with the Town. No public hearing shall be required, but the public notice shall be the same as that for public hearings as set forth in § 153.322 of this chapter. A home occupation permit shall be valid for a period of one year and shall be renewed annually. The provisions of Chapter 110: General Business Licenses shall apply to all home occupations and the renewal of home occupation permit shall be concurrent with business license renewal

RESPONSE: \_\_\_\_\_

---

## **§ 153.028 SPECIAL REQUIREMENTS FOR HOME OCCUPATIONS**

- (A) Such occupations shall be conducted by no more than two resident occupants entirely within either the main dwelling unit or accessory dwelling unit.
- (B) The total floor area used for home occupations shall not exceed one-fourth of the total floor area of the main residence or 400 square feet, whichever is less, regardless of where on the parcel such occupation is carried on.
- (C) No products shall be sold or stocked for sale other than those produced on the premises. No outdoor storage of material shall be permitted. No vehicle related to the home occupation larger than a three-fourths ton truck nor more than two vehicles related to the home occupation shall be parked on the premises.
- (D) There shall be no show window, window display, or sign to attract customers or clients.
- (E) Home Occupations shall not require internal or external structural alterations, nor shall construction features or mechanical equipment not customary in dwellings be permitted.
- (F) Home occupations shall not result in a change of the character of the dwelling or adversely affect the uses permitted in the residential district.
- (G) No equipment or process shall be used in a home occupation which equipment or process creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receiver or causes fluctuations in voltages off the premises.
- (H) A home occupation shall not cause an increase in parking demand or a significant increase in pedestrian or vehicular traffic in the vicinity.
- (I) A home occupation shall not be conducted on any site unless a permit authorizing the use has been issued by the Town. An application for a home occupation permit shall be filed with the Town. No public hearing shall be required, but the public notice shall be the same as that for public hearings as set forth in § 153.322 of this chapter. A home occupation permit shall be valid for a period of one year and shall be renewed annually. The provisions of Chapter 110: General Business Licenses shall apply to all home occupations and the renewal of home occupation permit shall be concurrent with business license renewal. ('75 Code, §9-2.113) (Ord. 1980-291, effective 9-11-80; Am. Ord. 1987-350, effective 10-8-87; Am Ord. 1999-494, effective 3-25-99; Am Ord. 2003-519 6-24-2003)