



## CITY OF UNION

500 E. Locust Street • Union, MO 63084 • Ph (636) 583-3600 • Fax (636) 583-4091

# HOME OCCUPATION APPLICATION

Licenses are Renewable Yearly by May 1<sup>st</sup>

<p><b>It is the business owner's responsibility to notify the City immediately if there are any changes to the business entity from the information submitted on this application. Licenses are paid for the period May 1<sup>st</sup> through April 30<sup>th</sup>. It is the business owner's responsibility to renew the business license each year by May 1<sup>st</sup>, whether they receive a renewal form or not.</b></p>	<p>APPLICATION FEE: <b>\$50.00</b> Make Checks Payable to: "City of Union"</p>
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**PLEASE TYPE OR PRINT CLEARLY:**

**Business Name (DBA):**

*Fictitious names must be filed with the Missouri Secretary of State's Office.*

**Business Owner's Name:**

**Business Location:(Cannot be P.O. Box)**

Street: \_\_\_\_\_, Union, MO 63084

**Mailing Address: (If different than Business Location)**

Address: \_\_\_\_\_

**Business Phone:**

**Email Address:**

**Home / Cell Phone:**

*(Providing an e-mail address allows for ease of communication between City and business)*

**Description of Business:**

**Federal Taxpayer ID#  
or Social Security #:**

**Missouri Sales Tax I.D.#**  
(Attach copy of License)

**SIGNATURE**

I, THE UNDERSIGNED, UNDERSTAND THAT: **(1)** IT IS UNLAWFUL FOR ANY PERSON TO TRANSACT OR CONDUCT ANY BUSINESS WITHOUT FIRST HAVING OBTAINED A HOME OCCUPATION LICENSE; **(2)** THIS DOCUMENT IS AN APPLICATION ONLY AND CERTAIN CONDITIONS MUST BE MET BEFORE A HOME OCCUPATION LICENSE WILL BE ISSUED TO ME; **(3)** I CERTIFY THE INFORMATION SUBMITTED ON AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE; **(4)** I HEREBY CERTIFY THAT THE ACTIVITY I PROPOSE TO CONDUCT AS A HOME OCCUPATION FULLY MEETS THE CRITERIA SET FORTH IN SECTION 405.636 OF THE CITY'S CODE OF ORDINANCES, ORD #3710.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**CITY OF UNION APPROVALS - DO NOT WRITE BELOW THIS LINE**

**City Clerk**

**City Administrator Approval**

Signature:

Signature:

Date:

Date:

LICENSE #

IN-CODE ENTRY DATE

ISSUE DATE

## SECTION 405.636: HOME OCCUPATIONS

- A. *Purpose and Intent.* It is the intent of this Section to recognize and permit home occupations as limited non-residential business activities in the "R-1", "R-2" and "R-3" Districts and to regulate such activities. In this regard, home occupations shall be regulated in order to ensure compatibility with other uses permitted in those districts and to protect residential neighborhoods from potential adverse impacts (e.g. excessive noise, traffic, nuisances, etc.) associated with home occupations.
- B. *Permitted Uses.* Examples of permitted home occupations include, but are not necessarily limited to, the following: tutoring, artist, mailings, telephone answering service, Internet-related occupations, "Work at home" activities where employees of a business, located at another site, perform work for the business in their own residences, provided all physical contact between the employee and the business occurs at the place of business, other than the initial installation of any equipment or other work facilities in the employee's residence. The work activities of the employee shall conform to all other requirements of this Section. Uses specifically prohibited include, but are not necessarily limited to, the following: auto and truck repair; auto sales; vehicle painting; storage of construction materials or equipment; retail and wholesale sales; eating or drinking establishments.
- C. *Standards.* Home occupations shall be permitted as an accessory use to a residential use in any "R-1", "R-2" or "R-3" residential district subject to the following requirements:
1. A home occupation permit is required by the City. Only one (1) home occupation shall be permitted per residence. The applicant(s) shall complete and submit an application, as provided by the City, for a home occupation permit with the City Clerk along with a filing fee of Fifty dollars (\$50.00). Home occupation permits shall expire on April 30<sup>th</sup> each year. Renewal of the home occupation permit shall be accompanied by a Thirty dollar (\$30.00) filing fee. No proration shall occur of either the initial permit fee or any annual renewal fee. Home occupation permits shall not be transferable and shall not run with the land; they shall terminate upon sale or transfer of the property to a new owner.
  2. The City Administrator or his designee shall review the application.
    - a. *Decision of City Administrator or his designee.* Approval or denial of a home occupation permit shall be made by the City Administrator or his designee within fourteen (14) days of the date of application.
    - b. *Re-approval.* Home occupations shall be subject to review and re-approval by the City Administrator or his designee. At the time of reconsideration, the home occupation may be rescinded or reapproved.
    - c. *Appeal.* Upon a denial of approval or re-approval of a permit by the City Administrator or his designee, the applicant may appeal the decision to the Board of Aldermen. Upon receipt of the application for appeal, the Board of Aldermen will place the home occupation request or re-approval on a regularly scheduled Board of Aldermen meeting agenda within thirty (30) days. The City Administrator or his designee shall provide the Board of Aldermen with findings of fact and shall also include copies of all written correspondence(s) from residents within the City regarding the permit application. If the occupation is favorably approved or approved with contingencies by the Board of Aldermen, the appropriate permit shall be issued by the City.
    - d. *Notice of appeal.* Upon application for an appeal of a decision of the City Administrator to the Board of Aldermen, the applicant must provide proof of notice to all owners of property within an area determined by lines drawn parallel to and two hundred (200) feet distant from the location of the proposed home occupation. Said notice shall provide the date, time and location of the hearing, the address of the proposed home occupation and a brief description of the type of home occupation for which the application has been filed.
  3. A home occupation permit shall be issued only to the individual occupying the dwelling as his/her residence and conducted only by persons residing within the residence.
  4. A home occupation shall be conducted either within a dwelling (residence) and/or in the garage associated with the dwelling and shall be clearly incidental and subordinate to the principal use as a residential dwelling.
  5. Home occupations shall not occupy more than twenty percent (20%) of the total floor area of the dwelling.
  6. An applicant for a home occupation permit shall send a certified letter to all property owners within two hundred (200) feet of the property for which a home occupation permit is being sought informing them of the intent to conduct a home occupation.
  7. Home occupations shall comply with all local, County, State or Federal regulations pertaining to the activity pursued.
  8. No alteration of the exterior of the dwelling in which the home occupation is being conducted shall be made which changes the character thereof as a dwelling.
  9. No advertising or business signs are permitted in conjunction with the home occupation.
  10. No outdoor storage, display or sale of materials, commodities, stock in trade or equipment used in the home occupation shall be permitted.
  11. No retail or wholesale sales of items are allowed on the premises.
  12. The home occupation shall not produce offensive noise, vibration, illumination, smoke, electrical interference, dust, odors or heat. Any such condition detectable beyond the property lines or beyond the walls of the dwelling unit, if the unit is part of a duplex or multi-family structure, shall constitute a violation of this Section.
  13. The home occupation shall not require additional off-street parking spaces for clients or customers
  14. Traffic generation associated with home occupations shall not exceed that normally generated by a residential dwelling without a home occupation.
  15. Electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or cause fluctuations in the line voltage outside the dwelling unit or which creates noise not normally associated with residential uses shall be prohibited.
  16. Only normal domestic or household equipment shall be used to accommodate the home occupation. This prohibits the use of gases, chemicals, commercial or industrial mechanical and electrical equipment.
- D. *Non-compliance of home occupation permit.* Any applicant not complying with the restrictions and criteria herein specified or operating a home occupation without a permit shall be subject to the penalties as provided for in this Code. In addition non-compliance shall be grounds for review by the City Administrator or his designee as set forth in Section C (2)(b) above.