



Permit #: _____
Date Rec'd _____

Home Occupation Certificate

1. _____ 2. _____
Address Name of Business

3. _____
Owner(s) of Record of the Property Mailing Address Phone No.

4. _____
Tenant's Full Name (if different from owner) Tenant's Phone No.

5. Describe Business Activities:

6. _____
Applicant's Name (Please print)

7. _____
Signature of Applicant Date

HOME OCCUPATION GENERAL REGULATIONS ARE LISTED ON THE BACK OF THIS PAGE

-----Staff Only Use below this line-----

SPECIAL CONDITIONS:

PERMIT FEE: \$ _____
Approved for Issuance by _____ Date _____

Receipt # _____ Date Paid _____ Receipt processed by _____

(Original To: Address File, Copies To: Applicant, Temp. File)

A home occupation is a business conducted as an accessory use to a home by members of the family residing on the premises. The specific regulations governing home occupations are found in Section 42-60 of the Salina Zoning Ordinance. A home occupation may be permitted if it conforms to the following restrictions:

- a. The home occupation shall be conducted entirely within the principal residential building, except as provided by this chapter, and such use must clearly be incidental and secondary to the residential use of the dwelling;
- b. No more than twenty-five (25) percent of the gross floor area of a dwelling unit shall be devoted to the home occupation, provided, however, rooms let to roomers are not subject to this limitation;
- c. No alteration of the principal residential building shall be made that changes the character of that building as a home;
- d. No display or storage of equipment or material outside a building or structure is permitted;
- e. No mechanical or electrical equipment other than the normal domestic or household equipment shall be used and the home business must not involve the use of hazardous chemicals or flammable liquids;
- f. The home business must be operated by a resident of the dwelling. Employees or the other assistance must be limited to immediate members of the family residing on the premises;
- g. No stock in trade (except articles produced by members of the immediate family) shall be displayed or sold on the premises;
- h. No exterior sign or display shall be permitted, except that one (1) unlighted wall sign, not more than two (2) square feet in sign area, may be used to advertise the home occupation;
- i. The home occupation shall not cause any obnoxious noise, smoke, dust, odor or glare so as to create a nuisance or adverse condition upon adjoining properties or dwelling units;
- j. The home occupation shall not generate traffic in a volume that would create a need for parking greater than that which can be accommodated on the premises or which is inconsistent with the normal parking usage of the district;
- k. A home occupation approved to be conducted in a garage (see special provisions below**) or accessory building shall not be in operation earlier than 7:30 a.m. or later than 10:00 p.m.;
- l. The operator of a home business must obtain a home occupation certificate from the Zoning Administrator. The certificate is not transferable. It may not be transferred to a different occupant or to a new location.

Particular home occupations prohibited:

Automobile and other motor vehicle repair and painting services; Funeral homes; Medical or dental clinics; Preschools and group day care centers, unless specifically permitted by the district regulations; Rental of trailers, cars or other equipment; Restaurants; Retail sales such as antiques, second-hand merchandise, salesmen's samples, etc.; Stables, kennels and animal hospitals.

Special provisions: A home occupation certificate may be issued for the following by the Board of Zoning Appeals, if the Board finds in its review that the proposed use will not have an adverse effect on neighboring properties:

- a. **A home occupation may be conducted in a detached garage or accessory building if the Board of Zoning Appeals finds that the proposed use will conform to the performance requirements for home occupation.
- b. Bed and Breakfast, provided the dwelling has no more than six (6) guest rooms and no meeting rooms or convention facilities, and provided that at least one (1) parking space for every two rooms can be accommodated on site;
- c. Small engine repair, including lawn mowers, if repair work is done inside a structure.