



Home Occupation Permit

Permit #: _____

Fee Paid: _____

Business Owner/Property Address	Property Owner
Name	Name
Address	Address
City/State/Zip	City/State/Zip
Telephone	Telephone
Name of Business	
Type of Business (Describe – Be Specific)	

Home Occupation Regulations

HOME OCCUPATIONS: A home occupation shall be subject to review and approval of the Community Development and Revitalization Department pursuant to Section §154.06 of the Tipp City Zoning Code:

The following standards for home occupations are intended to provide reasonable opportunities for employment within the home, while avoiding changes to the residential character of a dwelling that accommodates a home occupation, or the surrounding neighborhood, where allowed by this section.

- (i) **The home occupation shall be clearly secondary to the full-time use of the property as a residence.**

- (ii) **Any home occupation that provides services where members of the public visit or enter the premises may be permitted if designed to accommodate one customer at a time and which meets all other applicable requirements for home occupations.**

- (iii) **Permitted Home Occupations**
 The following uses, and other uses determined by the Zoning Administrator to be similar in nature and impact, may be approved as a home occupation when in compliance with this section:
 - a. Art and craft work including, but not limited to ceramics, painting, photography, dressmaking, millinery, sewing, weaving, tailoring, ironing, washing, and sculpting;
 - b. Office-only uses, including, but not limited to, an office for an architect, financial advisor, attorney, consultant, counselor, insurance agent, planner, tutor, or writer;
 - c. Fitness/health facilities;
 - d. Beauty parlors, barber shops, animal grooming (no overnight boarding), licensed massage or physical therapy, and similar personal service uses; and
 - e. Mail order businesses or direct sale product distribution (e.g., Amway, Avon, Creative Memories, Pampered Chef, etc.) may be allowed where there is no stock-in-trade on the site.

- (iv) **Prohibited Home Occupations**
 The following are business activities that are prohibited as home occupations:
 - a. Animal hospitals and boarding facilities;
 - b. Automotive and other vehicle repair and service, except when such repair or service is on a vehicle owned by the property owner or tenant of such property;
 - c. Construction, landscaping, or similar contractor facilities and storage (an office-only use is allowed in compliance with the above section) and other outdoor storage;
 - d. Fitness/health facilities that provide group activities or services;

- e. Medical clinics, laboratories, or doctor's offices;
- f. Parking on, or dispatching from the site, any vehicle used in conjunction with a business (e.g., landscaping services, taxi services, construction, etc.) with the exception of a vehicle owned and operated by the home owner or tenant;
- g. Uses that require explosives or highly combustible or toxic materials;
- h. Welding and machine shop operations;
- i. Wood cutting businesses; or
- j. Other similar uses as determined by the Zoning Administrator.

(v) **Operating Standards**

- a. Permitted home occupations shall not create an adverse effect on the residential character of the zoning district or interfere with the reasonable enjoyment of adjoining properties.
- b. The residential building shall not be altered in any manner that is intended to change the residential appearance of the dwelling to a building with a commercial appearance. There shall be no separate entrance created solely for the home occupation.
- c. At least one resident of the dwelling shall operate the home occupation and there shall be no employees on-site who do not reside at the dwelling.
- d. The operator of a home occupation in a rental unit shall be able to demonstrate that the property owner has authorized the use of the unit for a home occupation.
- e. No more than 25% of the floor area of any one story of the dwelling unit shall be devoted to such home occupations.
- f. Such home occupations shall be conducted entirely within the primary building or dwelling unit used as a residence. Detached accessory structures shall not be used for home occupations with the exception of detached garages.
- g. No additional off-street parking or loading facilities shall be provided beyond that traditional used for residential uses. No additional driveways shall be established for the use of the home occupation.
- h. There shall be no advertising signs other than one sign, not exceeding two square feet in area, and only if attached flush to a wall of the structure.
- i. There shall be no window display or outdoor storage or display of equipment, materials, or supplies associated with the home occupation.
- j. No stock-in-trade or commodities, other than those prepared, produced or created on the premises by the operator of the home occupation, shall be kept or sold on the premises.
- k. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises in a manner different from normal residential usage, except for FedEx, UPS, or USPS-type home deliveries/pick-ups.
- l. No home occupation shall violate the general performance standards of §154.07(A).
- m. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of explosive, flammable, or hazardous materials beyond those normally associated with a residential use.
- n. No utility service to the dwelling shall be modified solely to accommodate a home business, other than as required for normal residential use.
- o. Home occupations are subject to the city's 1.5% income tax and all such business activity is required to be reported on the annual city income tax return even if the activity results in a loss. For additional information, please contact the Tipp City income tax office at 937-667-8426.

Home Occupation Affidavit

I, the undersigned affiant, do hereby swear and affirm that I am a resident of Tipp City, Ohio, that I am the person responsible for the operation and conduct of the business named herein. I have read and understand the foregoing "Home Occupation Regulations" and agree to comply with the requirements contained therein. I understand that a violation of the Tipp City ordinance or related ordinance may result in the revocation of my Home Occupation Permit.

Signature of Affiant

Date

Approved

Denied