Home Occupation Permit Application

All home occupations require a permit. The home occupation must be clearly subordinate to the residential use of the property.

Please complete the entire application, sign and have the Statement of Understanding notarized. A completed application with diagram of dwelling or garage and filing fee are all required for a submittal.

(time stamp)
Official Use Only

1. Applicant Information

_____ _____ _____
Applicant (Print Name) Signature Date

_____
Interest in Property (owner, renter, perspective buyer, etc.)

_____ _____ _____
Email Phone Fax

_____
Address, City, State and Zip

2. Subject Property Address: _____

3. Subject Property Zoning District: _____

4. Subject Property Legal Description (attach if necessary)

_____
_____
_____

5. Proposed Use for Home Occupation: _____

6. Business Name: _____

7. Total Square Footage of House _____ 8. Square Footage to be used for business _____

9. Proposed Number of parking spaces_____ 10. Estimated number of customers per day: _____

11. Provide Specific Detailed Description of Business Activity: (must be completed, attach if necessary)

_____
_____
_____
_____
_____

12. Required Documentation (include with submittal of application)

- Diagram of Dwelling unit or garage including floor plan showing the area devoted to the home occupation.

13. Filing Fee: $60.00

14. Site Inspection: A site inspection of your property will be conducted as part of the application process. The property will be inspected for compliance with the Home Occupation Permit Application. The property must be in compliance with Polk County Ordinances at the time of inspection for the permit to be issued.

OFFICIAL USE ONLY			
Date Received:		Received by:	
Floodplain - Map #		Flood Zone	
Site Inspection Date:		Site Inspection by:	
Date Issued:		Issued by:	

Home Occupation Permit Application
Statement of Understanding

All home occupations must meet all of the following criteria:

(1) The business shall be conducted by a resident of the dwelling. No employees are allowed for a home occupation, other than immediate family members who reside in the dwelling.

(2) The use of the dwelling for a home occupation shall in no way destroy or be incompatible with the residential character of the neighborhood.

(3) No more than one (1) home occupation shall be carried on a parcel of land.

(4) No odor, noise, vibration, dust and electrical interference shall be detectable at the property line.

(5) The residence shall not be used as a storage facility for a business conducted elsewhere.

(6) Automobile dealers and other retail uses that require outdoor display are not permitted as a home occupation.

(7) The following additional standards are required for all home occupations except for child care homes:

(a) The home occupation may be conducted inside the dwelling or accessory building.

(b) No more than twenty (20) percent of the total floor area of the dwelling shall be used for the home occupation. The total floor area shall include total square footage of the house excluding any attached garage or accessory building.

(c) No activity, materials, goods or equipment incidental to the home occupation shall be stored outdoors.

(d) The home occupation shall not significantly increase the traffic in the area.

(e) The home occupation shall be limited to two (2) customers at one time. Parking shall be so designed and constructed to be visible similar to residential property and driveways in the area.

Acknowledgement:

By signing below I hereby acknowledge that as the property owner, I have read the above listed regulations, understand them and will operate my home occupation in accordance with them.
I also understand that any violation of any of the above provisions or stated business practices within my detailed description of business activity on the Home Occupation Permit Application will be an immediate revocation of my Home Occupation Permit. Violation(s) constituting revocation of the Home Occupation Permit allow immediate abatement of the violation(s) by Polk County.

Signature:_____ Date:_____

Print Name:_____

STATE OF IOWA)
)SS
COUNTY OF POLK)

Subscribed and sworn to before me this _____ day of _____, 20___.

_____
Notary Public in and for said State of Iowa

A completed application with required documentation and filing fee must be submitted.
Incomplete submittals will not be processed and will be returned to the Applicant.

Return forms to: Polk County Public Works, Planning Division 5885 NE 14th Street, Des Moines, IA 50313
▪ Phone (515) 286-3358 ▪ Fax (515) 323-5295 ▪ Forms available online http://www.polkcountyiowa.gov/PublicWorks/

(Please allow 7 -10 days for processing)