

Application Date \_\_\_\_\_  
Tax License Number \_\_\_\_\_

Fees Paid \_\_\_\_\_ \$50.00  
Receipt Number \_\_\_\_\_

### APPLICATION FOR A HOME OCCUPATION

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Proposed Home Occupation \_\_\_\_\_

Description of Proposed Home Occupation \_\_\_\_\_

Area of Building Being Used \_\_\_\_\_ Square Feet of Proposed Home Occupation \_\_\_\_\_

**HOME OCCUPATION:** A home occupation as defined in Section 2.08(r) of the Zoning Ordinance, when deemed to be a low-traffic generating use posing no threat to the health, safety and welfare of the citizens of the City of Oak Ridge, shall be permitted in all residentially zoned districts subject to certain regulations. Occupations that generate outdoor storage of equipment not incidental to a residential use such as, but not limited to, auto mechanics, landscaping businesses, construction companies and contractors associated with the contracting industry are not allowed as home occupations. The following regulations apply to all home occupations:

1. The home occupation is incidental and subordinate to the residential use to the extent that not more than twenty-five percent (25%) of the usable floor area of the principal building is occupied by such home occupation. No home occupation shall be conducted in any accessory building other than storage.
2. One (1) non-illuminated identification sign, which is not more than two (2) square feet in area, may be attached flat against the wall of the building and may contain only the name and business being conducted on the premises. Said nameplate shall be the only advertisement whatsoever that would indicate that the premises are being utilized for any purpose other than a residence.
3. No internal or external alterations or construction features, equipment, machinery, or outdoor storage not customary in residential areas is allowed.
4. No wholesale or retail sales shall be permitted on premises unless it is conducted by catalog, mail, telephone or via Internet.
5. Home occupations shall have no more than three (3) employees and no more than one (1) employee may be a non-resident of the household.
6. The applicant shall provide proof of adequate parking for the proposed home occupation use. Said parking should not create a conflict with the existing on-street or off-street parking. Nor shall the home occupation generate any greater volume of traffic than would normally be expected in a residential neighborhood. Vehicles associated with the home occupation shall be limited to one (1) vehicle and the provisions of this section shall not be used under any circumstances to permit any use that requires overnight parking of more than one (1) vehicle.
7. Where applicable, applicants shall submit copies of current and valid recognized professional licenses and permits to the Community Development Department during the application process and copies shall remain on file for the duration of the home occupation. Said licenses and permits shall be displayed on the premises. It shall be the responsibility of the applicant to keep such records current throughout the time the home occupation is being conducted.
8. The Community Development Department may only approve two (2) home occupations per residence. However, the total floor area of the home occupation may not exceed the twenty-five percent (25%) maximum stated above. In the event additional home occupations are proposed the applicant must obtain prior approval from the Board of Zoning Appeals.
9. The proposed home occupation shall not generate a nuisance of any kind such as noise, odor, fumes, smoke, excessive traffic, etc., which would adversely affect the residential character of the neighborhood in which it is located.
10. Teaching, including but not limited to tutoring, and art, music and dance lessons shall be permitted provided that it is limited to four (4) pupils at my given time.

**I hereby certify that I have read the aforementioned conditions and agree to comply with each requirement as long as the business is conducted at this location.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Issued by

\_\_\_\_\_  
Date of Issuance

\_\_\_\_\_  
Zoning Compliance Number

- Copies**  
1. File Copy-White  
2. Applicant-Yellow  
3. Business License-Pink