

THE CITY OF PELLA

Planning & Zoning Department | 825 Broadway Street | Pella, IA 50219
Phone: (641) 628-0043 | Monday – Friday | 7:30am to 4:30pm

Home-Based Business/Home Occupation Application

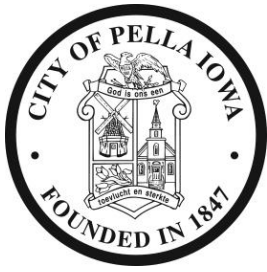
A “Home Occupation” is a secondary use of the building as a dwelling unit permitted in any A1, RR, R1A, R1B, R1C, R2, and/or R3 zoning district. Any question of whether a particular use is permitted as a home occupation shall be determined by the Zoning Administrator. The provisions of the City’s Zoning Ordinance recognize that, when properly limited and regulated, such activities can take place in a residential neighborhood or the structure.

Customary home occupations include, but are not limited to, the following occupations:

- Providing instruction to not more than 4 students at a time.
- Offices for accountants, architects, brokers, engineers, lawyers, insurance agents and real estate agents.
- Office facilities for ministers, priests and rabbis.
- Office facilities for salesmen, sales representatives and manufacturer’s representative when no retail or wholesale sales are made or transacted on the premises.
- Studio of an artist, photographer, craftsman, writer or composer.
- Beauty parlor and barber shop when conducted solely by resident occupants.
- Homebound employment of a physically, mentally or emotionally handicapped person who is unable to work away from home by reason of his or her disability.

In addition to all the use limitations applicable to the districts in which it is location, no home occupation shall be permitted unless it complies with the following restrictions.

- Not more than one person who is not a resident on the premises shall be employed.
- No more than 25% or 400 square feet of the floor area of the dwelling unit, whichever is less, shall be devoted to the home occupation.
- No alteration of the principal residential building shall be made which changes the character and appearance of the building as a dwelling unit.
- No stock of goods shall be displayed or sold on the premises in excess of 30 cubic feet in volume.
- The home occupation shall be conducted entirely within the principal dwelling unit or in a permitted building accessory thereto, and in no event shall such use be apparent from any public way.
- There shall be no outdoor storage of equipment or materials used in the home occupation.
- Not more than one vehicle used in commerce in connection with any home occupation shall be parked on the property.
- No mechanical, electrical or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare, or other nuisance outside the residential or accessory structure shall be used.
- No home occupation shall be permitted which is noxious, offensive or hazardous by reason or vehicular traffic, generation or emission of noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation or other objectionable emissions.
- No sign, other than one unlighted sign not over 4 square feet in area attached flat against the dwelling and displaying only the occupant’s name and occupation, shall advertise the presence or conduct of the home occupation except that in case where the home is set back 75 feet or more from the nearest street right of way, then the following shall be allowed:
 - a. A freestanding sign, maximum five (5) feet in height and five (5) square feet in area; the sign may be externally lit but not internally lit; minimum setback from property line shall be five (5) feet, or
 - b. A wall sign of five (5) square feet in area; the sign may be externally lit but not internally lit



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SECTION 1. CONTACT/BUSINESS INFORMATION

Site Address:	Name of Business:
Business Phone:	Business Email:
Summary of Business Operations:	

SECTION 2. GENERAL BUSINESS OPERATIONS

How many employees work here?	Is this your primary residence?
Square Footage of Home:	Square Footage of Area for Business:
Number of business vehicles:	Where are business vehicles stored?
Will any alterations or changes be made to the exterior of the home? If yes, please explain:	
Are any goods, materials, or products stored on the premises? If yes, where?	
How many customers do you estimate will visit your home on a daily and weekly basis?	
Will any signage for the business be used? If yes, please submit a sign permit application.	
Please initial that the home occupation complies with the following: _____ No mechanical, electrical or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare, or other nuisance outside the residential or accessory structure shall be used. _____ No home occupation shall be permitted which is noxious, offensive or hazardous by reason or vehicular traffic, generation or emission of noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation or other objectionable emissions. _____ I have read and understand the City’s code requirements pertaining to operating a home occupation and/or home-based business.	

SECTION 3. ACKNOWLEDGEMENT OF APPLICATION

_____ I certify that I am the legal owner on record, or ___ I have secured the property owner’s permission and have full authority to make this application, and the above information is correct to the best of my knowledge.

Printed Name and Signature of Applicant

Date Signed

Printed Name and Signature of Property Owner

Date Signed

BELOW FOR STAFF USE ONLY

Zoning Administrator Signature: _____ Approved Denied Date:

Comments: