

HOME OCCUPATION PERMIT APPLICATION

In order to allow a business to operate from a residence, a Home Occupation Permit must be submitted to and be approved by the Boone County Planning Commission. An Occupation License/Payroll Tax Application must be obtained from the Boone County Fiscal Court or the City of Florence.

RETURN THIS FORM TO:

Boone County Planning Commission
Boone County Administration Bldg
2950 Washington Street, Room 317
P.O. Box 958
Burlington, KY 41005
(859) 334-2196 Phone
(859) 334-2264 Fax
www.boonecountyky.org

WHEN CONDUCTING BUSINESS IN BOONE COUNTY ONLY, CONTACT:

Boone County Fiscal Court Occupational License Dept.
P.O. Box 960
Burlington, KY 41005
Phone: (859) 334-2144

WHEN CONDUCTING BUSINESS IN CITY OF FLORENCE (WHICH IS A PART OF BOONE COUNTY) CONTACT:

City of Florence
8100 Ewing Blvd.
Florence, KY 41042
Phone: (859) 647-5413

Please read Section 3142 from the Boone County Zoning Regulations as noted below before submitting a Home Occupation Permit Application to the Boone County Planning Commission.

*****\$60.00 Review Fee per Application*****

SECTION 3142

Home Occupations

Occupations of personal services, professional office or studios which are maintained or conducted solely within a dwelling will be permitted only if they meet all of the following performance standards:

1. The use is clearly incidental to the principal residential use;
2. The use is conducted entirely within a dwelling and not in any accessory buildings;
3. Only members of the household residing on the premises may be the primary owners/operators of such operation, in addition, no more than one (1) person, other than members of the household residing on the premises, shall be engaged in such operations;
4. No commodity shall be sold on the premises in connection with such home occupation;
5. There shall be no change in the exterior appearance of the building or premises, to evidence that such property is used for a non-residential use;
6. No traffic shall be generated by such home occupation in greater volumes than would be expected in the residential neighborhood;
7. No home occupation shall result in exterior evidence of such use being conducted by reason of atmospheric pollution, light flashes, glare, odors, noise, or vibration discernible from abutting properties.
8. No signage or other on premise advertising shall be used in conjunction with a Home Occupation.

Any home occupation conducted under this section shall not be a nuisance to any abutting properties or to the general neighborhood.

(see other side)

HOME OCCUPATION PERMIT APPLICATION

1. Applicant's Name _____ Phone No. _____
Address _____
2. What type of business operation will be conducted? _____
3. Will any persons, other than members of the family reside on the premises, be engaged in the business operation? (please check answer)
NO ___ YES ___ IF YES, HOW MANY? _____
4. Where in the home will the business be conducted? _____
5. Will any merchandise or commodities be sold on the premises in connection with the Home Occupation?
NO ___ YES ___ IF YES, DESCRIBE _____
6. Will the Home Occupation change the exterior appearance of the building or premises by reason of sight, sound, odors, or vibrations discernible from abutting properties?
NO ___ YES ___ IF YES, DESCRIBE _____
7. Briefly describe the business activities and processes necessary to conduct the business (bookkeeping, deliveries, storage, etc.) _____
8. Briefly describe the traffic that will be generated by the Home Occupation: _____
9. Will any equipment be utilized with the Home Occupation? _____

***\$60.00 Review Fee - (Checks are made payable to the Boone County Planning Commission)**

I HEREBY ACKNOWLEDGE, BY SIGNATURE, THAT ALL OF THE ABOVE INFORMATION AND ANY ATTACHMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

DATE _____ APPLICANT'S SIGNATURE _____

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FOR PLANNING COMMISSION USE ONLY:

DATE RECEIVED _____ FEE PAID _____

APPROVED _____ DATE _____ ZONING DIST. _____ STAFF REVIEWER _____

DENIED _____ REASON(S) _____