

# APPLICATION HOME OCCUPATION PERMIT CITY OF MADISON

Application is hereby made for a Home Occupation Permit to be issued in the business name of:

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Email: \_\_\_\_\_ (Phone# home/work/cell): \_\_\_\_\_

Type of Business: \_\_\_\_\_

Mississippi Sales Tax No. \_\_\_\_\_

1. Does applicant own home at above listed address? \_\_\_\_\_ Yes \_\_\_\_\_ No \*See #1 on page 2\*

2. Does your subdivision have an active HOA? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, attach an HOA recommendation letter for your home occupation.

3. Do you have employees? \_\_\_\_\_ Yes \_\_\_\_\_ No \*\*See #7 on page 2\*\*  
If yes, are any employee(s) non-resident employees? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Please provide specific details. Please list all employees. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do customers come to your home? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, is sufficient off-street parking available? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Traffic/Parking: \_\_\_\_\_ # Vehicles \_\_\_\_\_ # of Times. Please provide specific details below – per day/week: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Hours/Days of Operation of home-based business: \_\_\_\_\_

6. Are any materials stored on site? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please provide specific details (below):  
\_\_\_\_\_  
\_\_\_\_\_

7. Provide specific details for the number of courier deliveries (UPS/FEDEX) – daily, weekly, etc:  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all information given on this application for the purpose of securing a Home Occupation Permit is correct.

Applicant Signature: \_\_\_\_\_

\_\_\_\_\_  
City of Madison Zoning Administrator

DATE: \_\_\_\_\_

# CONTRACT

## HOME OCCUPATION PERMIT

DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

I, \_\_\_\_\_, requesting a Home Occupation Permit for my residence at \_\_\_\_\_, Madison, MS, understand and agree to abide by the following conditions in the operation of my home occupation and understand that failure to abide by the conditions may result in the revocation of my permit:

1. **Home Ownership:** Anyone applying for a Home Occupation permit must provide proof that the home is owned by the applicant.
2. **Display and Storage:** No storage or display of materials, goods, supplies, or equipment related to the operation of a home occupation shall be visible from the outside of any structure located on the premises.
3. **Maximum Area:** Not more than twenty-five (25%) of the floor area of the dwelling nor more than 400 square feet shall be used for the conduct of the home occupation. The operation of a home occupation in an accessory building is prohibited.
4. **Traffic and Parking Restrictions:** No traffic shall be generated by such home occupations in greater volumes than would normally be expected in a residential neighborhood (as determined by the Zoning Administrator), and any need for parking generated by the conduct of such home occupations shall be met off the street and other than in a required yard. Furthermore, an ample amount of off-street parking shall be provided as determined by the Zoning Administrator at the time of the application for a building permit or change of use permit.
5. **Exterior Lighting:** There shall be no exterior lighting which would indicate that the dwelling is being utilized in whole or in part for any purpose other than residential.
6. **Signs Relating to Home Occupation:** Signs associated with the operation of a home occupation are prohibited.
7. **Non-Resident Employees:** No non-resident employee (i.e., a person not residing on the same premises with the operator) shall conduct business from the home occupation site.
8. **Other Provisions:** No equipment or process shall be used in a home occupation that creates noise, vibration, glare, fumes, or objectionable odors detectable to the normal senses outside of the dwelling unit or accessory building in which the occupation is conducted. No heavy trucks (tractor-trailer combinations) shall be used in connection with a home occupation. No equipment or process shall be used in any home occupation which creates visual or audible electrical interference in any radio or television receivers off the premise, or causes fluctuations in line voltage off the premises.

\_\_\_\_\_  
Applicant – Home Occupation Permit

DATE: \_\_\_\_\_