

HOME BASED BUSINESS CHECKLIST



A home-based business, or home occupation, is a business whose primary office is in the owner's home.

A home-based business should be clearly secondary to the residential use of the structure and operate in a manner so that surrounding neighbors are not affected.

Business Name: _____ **Date:** _____

Describe Business (type and actual business performed): _____

✓ **Check beside each box if your home-based business will comply**:**

- ... **Residence:** You must live in the home where the home business is located.
- ... **Conduct:** Business can only be conducted in the living area of the dwelling and cannot be out-of-doors or in any accessory structure.
- ... **Employees:** Home business owners can employ no more than one person in addition to permanent residents of the dwelling.
- ... **Storage:** Home business owners are not allowed to store any equipment or supplies associated with home business outside of the dwelling or garage.
- ... **Signs:** Home business owners are limited to a single, non-illuminated, one square foot sign. Otherwise, the appearance of the dwelling must remain the same.
- ... **Vehicles:** Home businesses are limited to one commercial vehicle not to exceed twelve thousand (12,000) pounds in gross vehicle weight and twenty-two (22) feet in length, owned by a resident of the dwelling, and must be parked in a garage or residential drive on site.
- ... **Equipment:** Only mechanical equipment customarily used for household or leisure purposes is allowed. Residential Kitchens for commercial purposes please contact Katherine Sharp in Planning and Zoning at 816-439-4538.
- ... **Customers:** Home business operators are limited to 10 business visitors per day, and not more than 4 at the same time.
- ... **Hours:** Home business operators can conduct business to the public between 8:00 a.m. to 8:00 p.m.
- ... **Retail Sales:** Accumulation of inventories for public sale on premises and/or sale of any merchandise or products on display within or outside the residence are prohibited, provided that orders placed by private clients or at a sales party may be filled on premises.
- ... **Flammables:** No highly flammable, combustible or explosive material can be used or stored on the premises in conjunction with a home business.
- ... **Noise:** No activity is allowed that might interfere with radio or television transmission, nor can there be any offensive noise, vibration, smoke, odors, or anything noticeable outside the structure.

** City Code Section 30-80.1

Signature of Business Owner/Operator