

Home Occupation

Application Procedures:

A home occupation shall be permitted when said occupation conducted on residentially used premises is considered customary and traditional, incidental to the principal use of the premises as a residence and not construed as a business. Permitted home occupations shall not adversely affect the residential character of the district or interfere with the reasonable enjoyment of adjoining properties. Permitted home occupations shall be of a personal service nature limited to domestic crafts and professional service.

1. Prior to submitting the application:

- Applicant will need to meet with the Area Plan Director to confirm the use is an allowed home occupation.

2. Application Form

- All items must be completed fully and either typewritten or printed in ink.
- The application must be signed by the applicant(s).

3. Submittal and Review:

- Once you submit your application, it will be reviewed by the Director/Planner. Please allow 7-10 business days for this to occur.

4. Permit Approval:

- After the review, the permit will be given to the administrative assistant, who will notify you by phone of the approval and fees.

5. Fee Schedule:

Home Occupation \$100

Version dated January 28, 2015

Boone County Area Plan Commission

116 West Washington St., Room 101

Lebanon, IN 46052

(765)482-3821 * Fax (765)483-5241

www.boonecounty.in.gov

Home Occupation

For Office Use Only:	
Permit #:	ILP #:
Zoning Review & Date:	
Fee:	
Property Information	
Tax Parcel #	S-T-R
Subdivision	Lot #
Lot Size in acres	
Township	
Business Information	
Type of business:	
Number if Employees:	
Hours of Operation:	
Identification	
Owner:	
Address:	
City, State, Zip:	
Phone:	
Email address:	

The owner of this occupation and the undersigned agree to conform to all applicable laws of Boone County and the State of Indiana.

_____ Date: _____

Boone County Area Plan Commission

I agree to comply with the Home Occupation Standards in section IV. Property Development Standards, subsection R, standards a through k in the Boone County Zoning Ordinance.

Item e, area devoted to home occupation~ see attached floor plan. Approximately _____ sq. ft. of the _____ will be used for the _____ home occupation business.
(home, room, garage, etc.) (actual business use)

This is approximately _____ % of the _____ sq. ft. of the home.

(In some Home Occupations, a plan of operation is attached.)

Signature date

Print Name

County of Boone

Before me, the undersigned, a Notary Public in and for said County and State, personally appeared [APPLICANT], who acknowledged the execution of the foregoing Commitments.

Witness my hand and Notarial Seal this _____ day of _____, _____.

Signed: _____

Printed: _____

Notary Public

My Commission Expires:

My County of Residence is: _____

- R. HOME OCCUPATIONS. A home occupation shall be permitted when said occupation conducted on residentially used premises is considered customary and traditional, incidental to the principal use of the premises as a residence, and not construed as a business. Permitted home occupations shall not adversely affect the residential character of the district or interfere with the reasonable enjoyment of adjoining properties. Permitted home occupations shall be of a personal service nature limited to domestic crafts and professional service.

Table 10, Permitted Types of Home Occupations	
Permitted Uses	Domestic crafts, dressmaking, millinery, sewing, weaving, tailoring, ironing, washing, custom home furnishings work, carpentry work, furniture repair, hair grooming.
Permitted Uses, but limited to advice and consultation	Law, medicine, architecture, engineering, accounting, planning, real estate, insurance, notary public, manufacturer's agent, clergy, writing, music, painting, photography, academic tutoring, outdoor instructional studio for one student at a time.
Prohibited Uses	Real estate office, insurance office, clinic, doctor's office, dress shop, millinery shop, funeral home, bed and breakfast, outdoor instructional studios for more than one student at a time, day care center, animal hospital, kennel, trailer rental, and all uses associated with vehicle dealers, repair, and services.

1. STANDARDS.

- a. The primary use of the primary structure or dwelling unit shall remain residential and the operator of the home occupation shall remain a resident in the dwelling unit.
- b. A home occupation and all activities and materials related to such occupation may be permitted in a single accessory structure provided that such structure is subordinate to the primary residence in terms of height, setback, area, and bulk and compatible with the primary residence in terms of materials.
- c. The operator conducting the home occupation shall be the sole entrepreneur, and he shall not employ any other person other than a member of the immediate family residing in the residence and one non-family member.
- d. No structural additions, enlargements, or exterior alterations changing the residential appearance to a business appearance shall be permitted.
- e. No more than 25% of the floor area of any one story of the dwelling unit shall be devoted to such home occupation.
- f. Outside storage of machinery, equipment, or materials shall not be permitted.
- g. No additional and separate entrance incongruent with the residential structural design shall be constructed for the purpose of conducting the home occupation.
- h. No provision for more than two extra off-street parking or loading facilities, other than the requirements and permitted facilities of the zone district, shall be permitted. No part of a minimum required setback distance shall be used for off-street parking or loading facilities, and no additional driveway to serve such home occupations shall be permitted.
- i. No display of goods or external evidence of the home occupation shall be permitted, except for signs in accordance with the Sign section of this ordinance.
- j. No stock in trade or commodities, other than those prepared, produced, or created on the premises by the operator of the home occupation, shall be kept or sold on the premises.
- k. No electrical or mechanical equipment shall interfere with local radio communications and television reception, or cause fluctuation in line voltage off the premises.