Home Occupation

Boone County APC Application

A home occupation shall be permitted when the occupation performed on the residentially used premises is considered customary and traditional, secondary to the principal use of the premises as a residence and not used 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 services.

STEP 1: Pre-Application Review.

Pre-Application review is required for all APC applications. Please email your entire draft application, forms, and attachments by the Pre-App Review date on the Application Schedule to the Executive Director at nschell@co.boone.in.us. Be sure to note "Application for Home Occupation" in the subject line along with the applicant's last name. Questions can be sent to this email or call (765) 482-3821.

STEP 2: Submittal Details and Checklist

If materials are submitted electronically, they must be in the format shown. If items on the checklist are sent in separate PDFs, they must include a file name that corresponds to the checklist item. Image files will not be accepted (jpg, tiff, etc.). *(For example: 01 Application.pdf; 03 Site Plan.pdf; 02 Narrative.pdf; etc.)*.

1. **Application Form:** Fill out all applicable fields completely and leave the fields blank that do not pertain. The form must be signed by the applicant(s). The 10-digit county identification Parcel Number (Do not use the State ID) is required on ALL permit applications and can be found on the Boone County GIS website at: Boone County GIS Map Viewer. You can do a search by address or zoom in on the parcel and obtain the detailed information.
2. **Narrative:** Provide a detailed narrative describing the nature of the business and the details of the proposed business including information about hours of operation, number of employees, anticipated traffic generation, etc.
3. **Site Plan:** A copy of the site plan showing exactly where the structure is located.
4. **Deed:** A copy of the recorded deed for the property with the Recorder's Stamp, available from the Boone County Recorder's Office, 202 Courthouse Square, Lebanon, IN 46052, (765) 482-3070.

STEP 3: Completing the Filing Application.

You will receive an email confirmation when the Executive Director has completed the Pre-Application Review and you are ready to complete the filing of this application. This email will include instructions for making an appointment to complete the filing and pay the application fee. Questions about completing the filing of the application can be directed to the Administrative Assistant at (765) 482-3821 or aelliott@co.boone.in.us.

At this time our office can only accept payment by cash or checks made out to the "Boone County Treasurer". Our office will NEVER request payment by wire transfer.

Permit Fees and Other Fees

Specialty Permit Fees	
Home Occupation	$100
Fines and Reinspection Fees	
Starting Work Without a Permit	If work begins without a permit, the permit fee will be double.

Home Occupation Permit Application

Permit #:	Structure Review:
Permit Fee:	Zoning/Plan Review:

Owner Information

Name of owner:	
Address of owner (street, city, state, zip):	
Contact person for the permit:	
Owner phone:	Owner email:

Site Information

Address or approximate location of site (street. city, state, zip):	
Subdivision:	Lot #:
10-digit County Parcel number:	
Township:	
Type of Business:	Number of Employees:
Hours of Operation:	

Narrative

I assert that I am the property owner, or the authorized and lawfully appointed agent of the owner(s), that I have the authority and permission from the owner(s) (and anyone with a recorded interest or other interest in the property), to take this requested action, and that I agree to indemnify and hold Boone County harmless from any claim, lawsuit, demand, or damages whatsoever arising out of, or as a result of this request or the actions of Boone County regarding the same.

Signature of Applicant: _____