

**City of Brandon**  
**HOME OCCUPATION PERMIT APPLICATION**

(Filing Fee: \$375.00)  
(please print)

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

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Legal Description: \_\_\_\_\_

Present Zoning: \_\_\_\_\_

REQUEST PERMISSION TO: \_\_\_\_\_

\* Business will not be operating until after the public hearing & approval by Commission  
\_\_\_\_\_ (please initial)

NOTE: All approved home occupation permits shall be granted with the following conditions:

- (1) The Planning & Zoning Commission and City Council may attach restrictions or stipulations as they see fit.
- (2) All home occupations, once approved, are good until the business ceases. If complaints are received, they will be presented to the Planning & Zoning Commission for their review.

1. Please describe your project: \_\_\_\_\_

\_\_\_\_\_

2. What will be its effect on your neighborhood: \_\_\_\_\_

\_\_\_\_\_

3. Will any products, goods or merchandise be sold to the general public? Yes or No  
If yes, what will be sold? \_\_\_\_\_

\_\_\_\_\_

4. Describe any special situations which the Commission should consider: \_\_\_\_\_

\_\_\_\_\_

5. Is the backyard of your property fenced? \_\_\_\_\_

6. Hours of operation: \_\_\_\_\_

7. I will provide at least \_\_\_\_\_ off-street parking spaces for customers.

8. If business is a day care, number of children to be cared for: \_\_\_\_\_

Please review the following requirements and mark your ability to comply. If you cannot comply with one or more of the requirements, explain the situation and why you cannot meet the requirement(s).

	Can Comply	Cannot Comply
Advertising displays and advertising devices displayed through a window of the building shall not be permitted.	_____	_____
No more than fifty percent (50) of the home can be used for the home Occupation (excluding Group Day Cares).	_____	_____
No more than two hundred (200) square feet of an accessory building can be used for the home occupation.	_____	_____
In-home day care operations shall be limited to Group Day Cares, as defined herein. “DAY CARE, GROUP – Care is done in a family home, and the number of persons cared for is limited to a maximum of twelve (12) adults or children, including the provider's own children.”	_____	_____
Home occupations shall employ no more than one full-time or part-time employee on-site other than the residents of the dwelling unit, provided that one off-street parking space is made available and used by the non-resident employee (excluding Group Day Cares).	_____	_____
Group Day Cares, Home-Based Preschools, and other Home Occupations involving the care or supervision of children must provide a safe pickup and drop-off area and an enclosed and safe playground area with a fence at least four (4) feet in height.	_____	_____
Unless expressly permitted by a conditional use permit, no retail sales are permitted from the site other than incidental sales related to services provided.	_____	_____
No exterior storage is permitted.	_____	_____
Additional off-street parking may be required for the business.	_____	_____
If home occupation is for a business office for services rendered at another location then not more than two (2) business or employee vehicles parked on or adjacent to the home occupation property at any one time; provided only one said vehicle may be allowed to park on the street. Construction or maintenance equipment shall not be stored on the property other than in an enclosed garage, provided one (1) piece of equipment shall be counted as one (1) of the two (2) business or employee vehicles allowed. For the purpose of enforcement of the home occupation provisions of this ordinance, a piece of construction equipment parked on a trailer shall be counted as a single business vehicle. A trailer being pulled by another vehicle, however, shall be counted as two (2) vehicles. Personal vehicles of occupants of the residential dwelling shall not be included in the count of number of business or employee vehicles.	_____	_____
No offensive noise, vibration, smoke, odor, heat, or glare shall be noticeable at or beyond the property line.	_____	_____

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner, if different than Applicant: \_\_\_\_\_

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Below to be completed by City Staff:

Building Official Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Engineer Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Development Director Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Planning & Zoning Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Publish Date: \_\_\_\_\_

Posting Date (on property & at City Hall): \_\_\_\_\_

Landowner/300' letters sent: \_\_\_\_\_

Action Taken: \_\_\_\_\_