

Franklin County

Planning and Building Department

Jerrod B. MacPherson—Director

PLANNING DIVISION

‘HOME OCCUPATION PERMIT’

APPLICATION REQUIREMENTS

(to be completed by applicant)

- Submit an ‘Applicant Information Sheet’ *(page #2)*
- Describe the type of equipment and amount of supplies that will be stored upon the premises.
(Question #1 on page #3)
- Describe the business and any related activities as it applies to the property.
(Question #2 on page #3)
- Provide a list of the names and mailing addresses of the abutting property owners.
(if applicable)
- \$75.00 Permit Fee.
(Make checks payable to “Franklin County Planning Department”)

- ***A Franklin County Business Registration must be obtained if the ‘Home Occupation Permit’ has been approved for a residential home office within Franklin County.***

For office use only

Home Occupation Permit # _____

Business Registration # _____

Payment - Check # _____ Cash _____

Date _____



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APPLICANT INFORMATION SHEET

Permit Number: _____
(office use only)

Site Address: _____

Current Zoning: _____

Parcel # _____

Applicant Info:

Name: _____

Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

Owner Info: *(if different than above)*

Name: _____

Address: _____

Phone #: _____ Cell #: _____ Fax #: _____

Applicant Signature

Owner Signature

Date

Date



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DESCRIPTION of ACTIVITIES for 'HOME OCCUPATION PERMIT'

Permit Number: _____
(office use only)

To be completed by applicant:

Business Name: _____

Site Address: _____

1. Describe the type of equipment and materials to be stored on the property.

2. Describe any activities that will take place on the property that involve the business and how the business operates.

Please attach additional sheets if necessary. When review is completed by the Planning Department, a copy of this document will be sent to the applicant for his/her records.



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CONDITIONS of APPROVAL for 'HOME OCCUPATION PERMIT'

Permit Number: _____
(office use only)

The following conditions are attached to all home occupation permits granted in Franklin County. Additional conditions may be assigned to your permit based upon the information provided and review by the Planning Department.

1. The home occupation permit is for a "Home Office" only.
2. The applicant shall continue compliance with all standards specified in Chapter 34 "Home Occupations" and specifically the fourteen (14) Environmental Standards in Section 34.4.0.
3. If the home occupation standards are not followed and/or if complaints are received concerning this business, the permit may be revoked by the County Planning and Building Director and a written appeal may be processed.
4. No home occupation permit maybe transferred to a different location or person without obtaining a new home occupation permit and business license to authorize its conduct at the proposed location.
5. Nothing in this approval shall be construed as excusing the applicant from compliance with any federal, state, or local statutes, or ordinances or regulations applicable to this project other than the permit requirements of the home occupation permit of Franklin County.
6. An applicant (or any interested person) may appeal the approval or denial of this permit to the Board of Commissioners provided the appeal is submitted in writing to the Planning Department within ten (10) days of the date specified on this decision.
7. The applicant must apply for and receive a Franklin County Business Registration.

ACCEPTANCE CLAUSE: I _____, do hereby accept this 'Home Occupation Permit' and will comply with the general conditions listed above. In addition I hereby agree to comply with any additional requirements imposed on this application deemed necessary to ensure compliance with Chapter 34 of the County Development Regulations (Zoning Ordinance) or any other land use controls administered by Franklin County.

Signature

Date



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CRITERIA of APPROVAL for 'HOME OCCUPATION PERMIT'

In accordance with the Franklin County Zoning Ordinance, the following information describes a "home occupation" and the criteria required in order to receive approval from the Planning Department.

"*Home Occupation*" means a profession, trade, skill or service possessed and utilized, in whole or in part, by a family members for monetary gain within or upon the premises of a permanent dwelling unit in a residential district. A home occupation shall not involve wholesale or retail sales of any general or specific line of merchandise, products, goods or wares upon said premises, unless such articles are produced thereon in the conduct of the profession, trade, skill or service.

All home occupations shall conform to the following standards:

- (1) Be clearly subordinate to the principal use of the property for residential purposes;
- (2) Not involve modification of the property or exterior of its structures that indicates other than residential uses of the premises;
- (3) Is performed entirely within a permanent structure upon the premises;
- (4) No signs, display or other advertisement upon the property;
- (5) No media or other off-premises advertising shall give the address or location of the home occupation;
- (6) No outside storage of materials, supplies, products or by-products, or equipment, except a single occupational vehicle not exceeding 14,000 pounds of Gross Vehicle Weight (GVW);
- (7) Be conducted solely by persons residing within the dwelling unit upon the premises, subject to the definition of family;
- (8) Except for articles produced thereon, no merchandise, products, goods or wares may be displayed or offered for sale upon the premises;
- (9) No occupation requiring the customer or client to be present upon the premises while the profession, trade, skill or service is performed shall be allowed;
- (10) No more than 6 customer vehicles may visit the dwelling in a given day;
- (11) Noise generated by the home occupation, detectable at any property line, shall not be in excess of the following standards:
 - (a) 8:00 a.m. to 8:00 p.m.: 55 dba,
 - (b) 8:00 p.m. to 8:00 a.m.: 45 dba;
- (12) No material or substance which is explosive, highly flammable, corrosive, radioactive or toxic shall be stored, created, utilized or discarded in any way without prior knowledge of and written approval by the county; provided the means or methods necessary for safety purposes do not conflict with other standards established herein;
- (13) The home occupation shall not generate light or glare, vibration, fumes or odors, or permit other conditions to occur or be present, which annoys, injures, or endangers the comfort, health, repose, decency or otherwise comfortable enjoyment of life and property of neighboring or surrounding residents, in accordance with the intent of this chapter and county nuisances ordinances.
- (14) The home occupation shall not occupy more than twenty (20) percent of the gross floor area of the residence. All of an attached or detached garage may be used for a home occupation provided the area of the garage to be utilized does not exceed six hundred (600) square feet.

Land Use—Zoning Code—Building Code—Fire Code—Code Enforcement—Business Registration