

- (1) A home occupation shall be incidental to the use of a dwelling unit for residential uses. No person other than a person residing at the dwelling unit shall be directly involved with or work in the home occupation. If the home occupation employs persons to work at other locations, the dwelling unit shall not be used as an assembly point for any employees who may work at sites outside of the dwelling.
- (2) No alteration of the residential appearance of the premises shall be made, including the creation of a separate entrance to the dwelling or utilization of an existing entrance exclusively for the home occupation.
- (3) No more than twenty (20) per cent of the total floor area of the dwelling unit and garage shall be devoted to the home occupation. A garage shall not be used for a home occupation if such use has the effect of eliminating required parking.
- (4) The home occupation shall be conducted entirely within the dwelling unit or garage and no stock in trade shall be displayed or visible outside, or stored outside of any building, nor shall any raw materials, tools or appliances or waste products be stored outside of any building.
- (5) Signs may be used for identification or advertisement of the home occupation but such signs must be attached flat to the structure, may not be larger than one square foot and may not be illuminated.
- (6) No power other than electric shall be used and no single machine shall draw more than one-half horsepower and not more than one horsepower total shall be used,
- (7) There shall not be conducted on the premises the business of selling stocks of merchandise, supplies, or products, provided that orders previously made by telephone or at a sales party may be filled on the premises; that is, direct sales of products off display shelves or racks is not allowed, but a person may pick up an order placed earlier as described above.
- (8) The use shall not generate traffic in volumes greater than would normally be expected in a residential neighborhood. For purposes of this section, the normal volume of traffic generated by a single-family dwelling shall be defined as twelve vehicle trips to and/or from the dwelling unit per twenty-four-hour period. The use shall not use commercial or business vehicles to deliver finished products from the dwelling unit. All parking necessarily generated by the use shall be off the street in accordance with section 29-30 of this chapter.
- (9) The use shall not produce noise, obnoxious odors, vibrations, glare, fumes or electrical interference detectable to normal sensory perception outside the structure.
- (10) No toxic, explosive, flammable, combustible, corrosive, radioactive or other restricted materials may be used or stored on the site.
- (11) All persons desiring to have a home occupation must first present appropriate plans to the building regulations supervisor detailing how the dwelling will be used or altered to accommodate the use. Thereafter, whenever any permit or license is to be renewed, the dwelling may be inspected to determine how it has been altered to accommodate the use.

I HAVE READ AND UNDERSTAND THE RESTRICTIONS

Signature

Business Name

Date

PLEASE SIGN and RETURN with your Business License Application

Abatement. Any home occupation which does not comply with the above restrictions shall be brought into compliance within thirty (30) days of the notice of the deficiency. It shall be unlawful to fail to comply with the above restrictions after notice.

Applicant:

The City of Columbia Building and Site Development Division requires submission of a floor plan with all home occupation applications, in accordance with Section 29-6 (11) of the City of Columbia Code of Ordinances.

This floor plan shall be submitted as a **separate document** in addition to your signed copy of the zoning regulations pertaining to home-based businesses and it is **required** for approval of your application. The plan may be a drawing by the resident of the property and must be no larger than 8 1/2 ' X 11 '. It must reflect the use of the property as it relates to the home-based business in detail. Show the rooms in the dwelling (including the garage, utility, or any other attachments), the space dedicated to the business use, and the purpose of that use. Indicate the total square footage of the dwelling, as well as the square footage of room(s) in which the business is conducted. Include any out buildings, i.e. shed, garage, etc. Indicate their use, square footage and the amount of space the business use requires.

Further questions regarding this requirement may be directed to Stephen Adair, Building Inspector, 573-874-7271.

A. Business Square Footage

B. Total Square Footage of Dwelling

Total Percentage of Dwelling Used for Business (A divided by B)

Must equal less than 20%