



# CITY OF COLUMBIA, MISSOURI

## PUBLIC WORKS DEPARTMENT

Building and Site Development Division

### 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%



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- Home occupation. This use is permitted if compatible with the residential character of the neighborhood, however, in order to promote peace, quiet and freedom from excessive noise, excessive traffic, nuisance, fire hazard, and other possible effects of commercial uses being conducted in residential areas all home occupations must meet the following additional standards:
  - (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) percent 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, and no raw materials, tools or appliances or waste products shall 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) Direct sales to the public shall not be conducted on the premises, provided that off-site orders previously made may be filled on the premises;
  - (7) 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 (12) 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 29-4.3(f) of this chapter;
  - (8) The use shall not produce noise, obnoxious odors, vibrations, glare, fumes or electrical interference detectable to normal sensory perception outside the structure;
  - (9) No toxic, explosive, flammable, combustible, corrosive, radioactive or other restricted materials may be used or stored on the site; and



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( 10) 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.

(11) 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.

Accessory and temporary uses of land and buildings: Home occupation with non-resident employees. This use shall be subject to the standards listed for all home occupations in subsection (kk) above; except that the home occupation may be carried out by occupants of the dwelling unit as well as by one full-time forty-hour individual or two (2) one-half-time (not more than twenty (20) hours each) individuals who do not reside in the dwelling unit. In addition, the board may allow that not more than forty (40) percent of the total floor area of the dwelling unit and garage area shall be devoted to the home occupation. A conditional use permit for a home occupation shall expire three (3) years from the date of approval, after which a new conditional use permit may be requested.

I have read and understand the restrictions

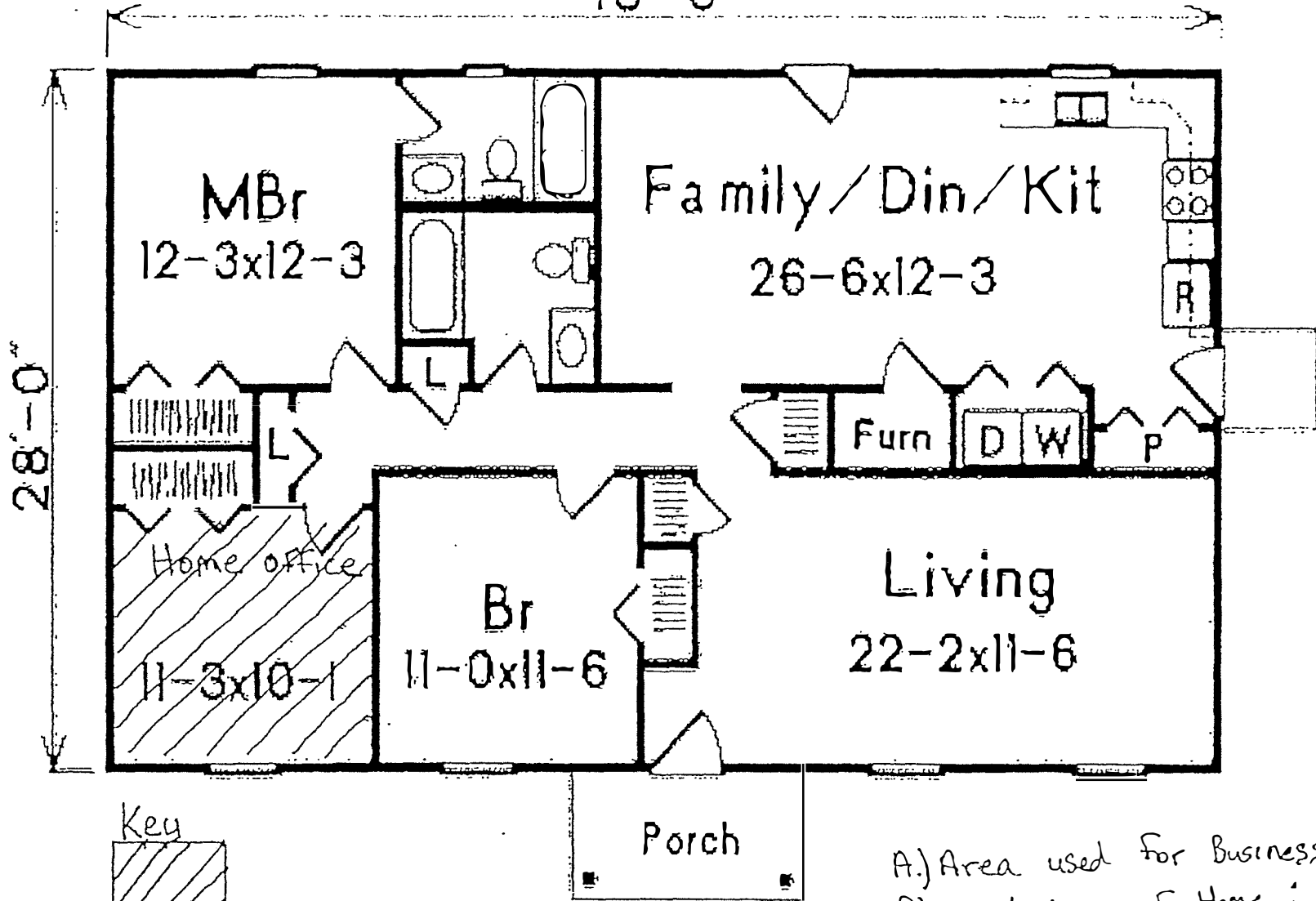
Business Name:

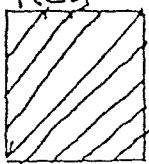
Signature:

Date:

(Example of Floorplan)

48'-0"



Key  
  
Area used for Business

- A.) Area used for Business: 110 sqft
- B.) Total Area of Home: 1344 sqft
- C.) Percent of home used: .081  
or  
8.1%