



City of St. Joseph
 700 Broad Street, St. Joseph, MI 49085
 (269) 983-1212
 Fax: (269) 985-0347
HOME OCCUPATION REGISTRATION

**Homeowner must complete ALL of the following information (please print or type):
 Please be advised and incomplete application is grounds for denial.**

DATE:			
APPLICANT NAME:			
BUSINESS NAME:			
BUSINESS ADDRESS:			
TELEPHONE:		CELL PHONE:	
PROPERTY OWNER:			
OWNER ADDRESS:			
OWNER TELEPHONE:		CELL PHONE:	

Describe the nature of business to be conducted including materials to be used and products and/or services to be provided:

GROSS SQUARE FOOTAGE OF RESIDENCE (ALL FLOORS, INCLUDING BASEMENT):			
SQUARE FOOTAGE OF RESIDENCE TO BE USED FOR HOME OCCUPATION:			
NUMBER OF EMPLOYEES:	RESIDENT:		NON-RESIDENT:
IDENTIFY THE HOURS OF OPERATION:			
WILL A HOME SIGN BE DISPLAYED?	YES	NO	The sign cannot exceed two (2) square feet and can only be displayed on the home
SUBMIT A FLOOR PLAN OF THE RESIDENCE, DETAILING THE AREA USED FOR THE PROPOSED BUSINESS			
SUBMIT A PLOT PLAN OR PHOTOGRAPH OF THE PROPERTY TO SHOW DRIVEWAY AND CUSTOMER/EMPLOYEE PARKING AREA			

ALL HOME OCCUPATIONS MUST COMPLY WITH 11.12.8 (HOME OCCUPATION) OF THE ZONING ORDINANCE OF THE CITY OF ST. JOSEPH, MICHIGAN			
APPLICANT SIGNATURE:		DATE:	
		PROPERTY OWNER SIGNATURE:	DATE:
THE AFOREMENTIONED HOME OCCUPATION COMPLIES DOES NOT COMPLY WITH THE ZONING ORDINANCE OF THE CITY OF ST. JOSEPH, MICHIGAN			
ZONING ADMINISTRATOR:		DATE:	
REASON FOR DENIAL:			

What is a Home Occupation?

A home Occupation is defined as: *"A commercial activity, whether for profit or otherwise, carried on by an occupant of a dwelling unit as a secondary use which is clearly subordinate and incidental to the use of the dwelling unit as a residence."*

Home occupations are permitted as a Conditional Use under the following conditions:

- A. **Uses Allowed:** Uses that comply with all of the standards of this subsection will be allowed as Home Occupations unless they are specifically prohibited. The Home Occupation must be clearly subordinate and incidental to the Use of the dwelling as a residence, and no more than one Home Occupation is permitted in a dwelling.
- B. **Size:** A Home Occupation may not occupy more than twenty-five percent (25%) of the gross area of the floor used for the Home Occupation.
- C. **Prohibited Uses:** The following uses are prohibited as Home Occupations:
 - 1. **Vehicle and Large Equipment Storage/Repair:** Any type of repair, assembly or storage of vehicles or equipment with internal combustion engines (such as auto, motorcycles, scooters, snowmobiles, outboard marine engines, lawn mowers, chain saws, and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to motor vehicles and their parts.
 - 2. **Animal Boarding Facilities:** This includes kennels, commercial stables and all other similar uses.
 - 3. **Restaurants.**
- D. **Resident Operator:** The operator of a Home Occupation must be a full-time resident of the subject Dwelling Unit and be on the premises during the hours of operation of the Home Occupation.
- E. **Employees:** A maximum of one (1) nonresident employee may be on the premises at any one time. For the purpose of this provision, the term "nonresident employee" includes an employee, business partner, co-owner, independent contractor, or other person affiliated with the Home Occupation, who does not live at the site, but who visits the site as part of the Home Occupation.
- F. **Location:** All work areas and activities associated with Home Occupations must be conducted and located inside the principal Dwelling Unit, and not in accessory buildings or garages, whether attached or detached.
- G. **Exterior Appearance:** There may be no visible evidence of the conduct of a Home Occupation when viewed from the street Right-of-Way or from an adjacent lot, except there may be one (1) non-illuminated sign advertising the Home Occupation, no larger than two (2) square feet and firmly affixed to the dwelling unit as a wall sign. There may be no change in the exterior appearance of the dwelling unit that houses a Home Occupation or the site upon which it is conducted that will make the dwelling appear less residential in nature or function. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks or adding commercial-like exterior lighting or signs.
- H. **Operational Impacts:** No Home Occupation or equipment used in conjunction with a Home Occupation may cause odor, vibration, noise, electrical interference or fluctuation in voltage, or light beyond that customary for residential uses that is perceptible beyond the lot line of the lot upon which the Home Occupation is conducted. No hazardous substances may be used or stored in conjunction with a Home Occupation.
- I. **Retail Storage, Sales and Display:** No stock-in-trade may be stored, produced or sold upon the premises, other than within the allowed area used for the Home Occupation.
- J. **Deliveries:** Vehicles used for delivery and pick-up are limited to those normally servicing residential neighborhoods. Tractor-trailers or semi-trucks are expressly prohibited.
- K. **Traffic:** No traffic shall be generated by any Home Occupation in greater volume than would normally be expected in a residential neighborhood.
- L. **Registration:** Any person conducting a Home Occupation shall register with the Zoning Administrator, on a form to be provided by the Zoning Administrator, within thirty (30) days of beginning that use, or within sixty (60) days of the effective date of this ordinance (i.e., March 18, 2007) whichever is later.