



Home-Based Business License Checklist

(This Checklist applies only to the residence, not to any remote work location(s).)

	<u>YES</u>	<u>NO</u>
1. Is the business owned and operated by a person or persons residing at the home business location?	<input type="checkbox"/>	<input type="checkbox"/>
2. A. Is the business activity conducted within the home, to include primary/secondary dwellings, garage, and other permitted structures?	<input type="checkbox"/>	<input type="checkbox"/>
B. If located in the garage, does it require the residents' vehicles(s) to be parked on the street?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the business involve direct sales of products from the residence? <i>("Direct sales" means that the client comes to the home to purchase.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the business involve group instruction of six or more students at one time?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the business create additional traffic to the home (not including student instruction of six or less)? <i>(Any additional traffic to the residence, other than group instruction to six or less students must be counted as a "yes" reply.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
*6. A. Does the business require an accessory structure other than that being used primarily for the business?	<input type="checkbox"/>	<input type="checkbox"/>
B. Does the business require the storage of equipment or supplies outside or in an accessory storage structure? <i>(An "accessory structure" is additional and subordinate to the building where the home business primarily occurs. Examples could include a storage building or a separate building where recitals are held if the home business provides music lessons in the home.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the business require any of the following:		
a. Employees other than residents of the home? <i>(Employees are those people who report to work at the home site and are under the direct supervision and payroll of the business owner. Employees do not include separate business personnel who provide support services to the home occupation, such as accountants and transcribers who may have occasional on-site meetings with the home business owner.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
*b. Power tools or special equipment?	<input type="checkbox"/>	<input type="checkbox"/>
*c. Outdoor business activity? <i>(Outside activities would be those business activities requiring the use of the outdoor areas of the resident's property, such as a garden for photography sessions; a pool for private swimming lessons; or any other use that takes place on the grounds of the resident's property.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

	<u>YES</u>	<u>NO</u>
8. Does the business create noise or have the potential to adversely affect the surrounding residential area, such as dust, glare, fumes, odor, or electrical interference?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the business require alteration to the residence?	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Examples of alterations would include changes in the appearance and residential character of the home by use of colors, materials, construction, lighting, or signs.)</i>		
*10. Are commercial vehicles used other than as primary transportation?	<input type="checkbox"/>	<input type="checkbox"/>
<i>(Examples of commercial vehicles could include, but not be limited to a heavy delivery truck, water truck, concrete truck, logging truck, or heavy machinery. A commercial delivery truck that is normally associated with residential uses, such as UPS or DHL vehicles, does not count towards a "yes" reply.) If yes, please describe the commercial vehicle, describe where the vehicles are parked/stored.</i>		
11. Is the business conducted from home by mail, telephone or Internet?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the business a short-term rental and the owner resides on the property?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the business a short-term rental and the owner does <u>not</u> reside on the property?	<input type="checkbox"/>	<input type="checkbox"/>

Please elaborate on yes answers to #6, 7 and 10 above. Also, please describe the business below:

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I AM AN OWNER/AUTHORIZED REPRESENTATIVE AND THE INFORMATION PROVIDED IS TRUE AND CORRECT.

Signature: _____

Date: _____

Business Name: _____