



Home-Based Business License Checklist

(This Checklist applies only to activities happening at 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?	☐	☐
2. A. Is the business activity conducted within the home, to include primary/secondary dwellings, garage, and other permitted structures?	☐	☐
B. If located in the garage, does it require the residents' vehicles(s) to be parked on the street?	☐	☐
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>	☐	☐
*4. Does the business involve group instruction of six or more students at one time?	☐	☐
*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>	☐	☐
*6. A. Does the business require an accessory structure other than that being used primarily for the business?	☐	☐
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>	☐	☐
*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>	☐	☐
B. Power tools or special equipment?	☐	☐

	<u>YES</u>	<u>NO</u>
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>	☐	☐
*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?	☐	☐
*9. Does the business require alteration to the residence? <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? <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?	☐	☐
12. Is the business a short-term rental (Airbnb/VRBO) and the owner does not reside on the property?	☐	☐
13. Is the business a short-term rental (Airbnb/VRBO) and the owner does not reside on the property?	☐	☐

Please elaborate on "yes" answers to any questions with an asterisk (*). 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: _____