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## HOME OCCUPATION CERTIFICATE

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### Limited Home Business

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Anyone engaging in business activities within the Edgewood city limits is required to obtain an Edgewood business license, to include in-home businesses, in-city businesses (owned and operated in the city), out-of-city business that have transactions in Edgewood, and temporary businesses. In addition, EMC Sections 18.100.070 and 18.100.080 identify the standards which allow residents of single- or multi-family dwellings to operate businesses or conduct commercial activity from their principal residence or from a permitted accessory structure. A Home Occupation certificate is required to open a Home Business or Limited Home Business in Edgewood and serves as the respective permit(s).

The applicant shall review this form, including the three (3) appendix documents, complete the requested information, and return to the City of Edgewood's Community Development Department. You may return the document at Edgewood City Hall or via email to [HomeOccupation@cityofedgewood.org](mailto:HomeOccupation@cityofedgewood.org).

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**PERMIT ISSUED TO:**

**BUSINESS NAME:** \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Universal Business Identifier (UBI): \_\_\_\_\_

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**Appendix A:** Prohibited Activities

**Appendix B:** Performance Standards

**Appendix C:** Operational Conditions

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The information contained herein, to my best knowledge and belief, is true and correct.

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*Business Owner's Signature*

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Date Signed

**THIS SECTION WILL BE COMPLETED BY THE CITY AT THE TIME OF ISSUANCE**

**Issued By:** \_\_\_\_\_

Signed Name of City Representative

**Issue Date:** \_\_\_\_\_

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## **APPENDIX A**

### **LIMITED HOME BUSINESS PROHIBITED ACTIVITIES**

**The following seven (7) on-site activities are prohibited as a limited home business.**

1. Motor vehicle, commercial truck, and heavy equipment repair.
2. Motor vehicle, commercial truck, and heavy equipment bodywork.
3. Motor vehicle, commercial truck, and heavy equipment painting.
4. Motor vehicle, commercial truck, and heavy equipment wash and/or detailing services.
5. Storage of motor vehicles, commercial trucks, or heavy equipment.
6. Storage of used parts of vehicles and/or used machinery in inoperable condition.
7. Storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials unless being used to construct a specific structure on the premises, pursuant to a current city building permit.

## **APPENDIX B**

### **LIMITED HOME BUSINESS PERFORMANCE STANDARDS**

**Limited Home Business performance standards are outlined in 1-13 below.**

1. A limited home business permit shall be obtained through the city clerk's office for each limited home business and any property on which a limited home business is undertaken.
2. A city general business license must be obtained and maintained for each limited home business as described in Chapter 5.05 EMC.
3. The limited home business shall be clearly incidental and secondary to the use of the property as residential purposes and shall not change the residential character of the dwelling or neighborhood.
4. All the activities of the limited home business(es) shall be conducted indoors, except for those related to growing or storing of plants used by the limited home occupation(s).
5. No modification shall be made to the dwelling to establish or operate the limited home business that would cause it to resemble anything other than a dwelling.
6. There shall be no more than three deliveries per week to the residence by suppliers.
7. Traffic generated by a limited home business shall not exceed 16 round trips per day associated with the home business, including deliveries and client-related trips.
8. Sales, either retail or wholesale, shall be limited to mail order and telephone sales with off-site delivery.
9. Services to patrons shall be arranged by appointment or provided off site.
10. Utility demand for sewer, water, electricity, garbage, or natural gas shall not exceed normal residential levels.
11. Equipment or operation processes shall not be utilized which would produce or cause the emission of gases, dust, odors, vibration, electrical interference, smoke, noise, or light in a manner likely to cause offense or irritation to neighboring residents.
12. The home business(es) shall not use electrical or mechanical equipment that results in:
  - i. A change to the fire rating of the structure(s) used for the home business(es);
  - ii. Visual or audible interference in radio or television receivers, or electronic equipment located off premises; or
  - iii. Fluctuations in line voltage at or beyond the property line.
13. There shall be no storage, distribution and/or production of toxic or flammable materials, nor spray painting or spray finishing operations that involve toxic or flammable materials, which in the judgment of the fire marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. An applicant shall make available the material safety data sheets, listing all potentially toxic and/or flammable materials associated with the home business, to the fire marshal if requested for review.

## **APPENDIX C**

### **LIMITED HOME BUSINESS OPERATIONAL CONDITIONS**

**Limited Home Business operational conditions are outlined in 1-10 below.**

1. Not have any employee, volunteer or other person engaged in the commercial activity on the site, other than residents of the dwelling.
2. Be operated in its entirety within the principal dwelling.
3. Not have a separate entrance from outside the building.
4. Not use any mechanical equipment except that which is used normally for purely domestic or household purposes.
5. Not utilize more than 25 percent of the total floor area of the living space of the dwelling. Areas within attached garages, unfinished basements and storage buildings shall not be considered living space for purposes of calculating allowable home business area but may be used for storage of goods associated with the limited home business.
6. Not show any evidence that a business is being conducted from the premises.
7. Not have any exterior signage that identifies the property as a business location.
8. Not allow clients or customers to visit the premises for any reason.
9. Not have any exterior storage of materials.
10. Each business must meet the requirement of Chapter 5.05 EMC, Business Licenses and Regulations.