



City of MARYLAND HEIGHTS

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www.marylandheights.com

BL	_____
COP	_____
INSPECTION DATE	_____
City Use Only	

APPLICATION FOR HOME-BASED BUSINESS OCCUPANCY PERMIT/BUSINESS LICENSE

Type or print clearly in ink.

LOCATION INFORMATION

ADDRESS TO BE OCCUPIED _____ ZIP CODE _____

APPLICANT INFORMATION

Applicant Name _____	Property Owner _____
Title _____	Address _____
Phone _____	City, State, Zip _____
Email _____	Phone _____

BUSINESS INFORMATION

Business Name (DBA) _____ Phone _____

Corporate Name _____

Business Address (Main Office) _____

Business Area within Residence (square footage) _____ (see reverse for limitations)

Describe business activity to be conducted within the residence: _____

Federal Employer ID or SSN

MO Retail Sales & Use Tax No.

Do you sell a product subject to retail sales tax?

Yes No

If **yes**, a Certificate of No Tax Due must be attached

Are you a contractor in the construction industry?

Yes No

If **yes**, one of the following must be attached:

Certificate of Insurance for proof of Workers' Compensation Coverage

OR

An affidavit by the applicant attesting that the contractor is WC exempt

A Business License will not be issued unless the business meets the Missouri State Law Requirements

FEE INFORMATION

CHECK #1 - OCCUPANCY INSPECTION FEE: \$25.00 CHECK #2 - BUSINESS LICENSE FEE: \$25.00

City personnel will contact you to set up an appointment to inspect the premise.

LICENSES AND PERMITS ARE NOT TRANSFERABLE TO A NEW LOCATION

A company (if applicable) must provide the Federal Form 501-C-3 indicating tax exempt status to allow the waiver of the business license fee by the City. Exempt accounts remain responsible for all inspection fees and applications to provide any license or permits.

You are responsible for complying with all State of Missouri and St. Louis County regulations for this home-based business.

All home-based business licenses must be renewed annually. All licenses expire on June 30. A renewal form will be mailed to your place of business approximately thirty (30) days prior to renewal. Delinquent renewals are assessed a \$25.00 late penalty.

ZONING CODE RESTRICTIONS AND LIMITATIONS

- _____ A home-based business shall be conducted entirely within a residence (dwelling).
- _____ A home based-business shall occupy not more than one hundred fifty (150) square feet or ten (10%) percent of the habitable area, whichever is greater.*
- _____ A home-based business shall be owned and operated only by the occupants of the dwelling.
- _____ No greater than two (2) customers, clients, or non-occupant employees shall be permitted on the premises at any given time with no greater than four (4) total permitted per day.*
- _____ Parking restrictions shall be in accordance with Section 25-14.8, Off-Street Parking Restrictions, of the Zoning Code.
- _____ No additional off-street parking spaces for employees, clients or customers of the home-based business are permitted.*
- _____ Retail or wholesale transactions shall be limited to those conducted by mail, phone, or internet. No inventory shall be offered for purchase on the premises. No merchandise shall be picked up at the premises by customers.
- _____ No on-site training, demonstrations, or promotions shall be permitted.*
- _____ No alteration to the exterior of a dwelling shall be made which changes the character thereof as a dwelling, nor shall there be any visible evidence of the home-based business except as permitted by the next 2 provisions.
- _____ No outdoor storage, display or sale of materials, commodities, stock in trade or equipment used in the home-based businesses shall be permitted. However, trailers may be parked on the premises, subject to the following restrictions:
1. Trailers over 22 feet used in conjunction with the home-based business are not permitted on the premises.
 2. Trailers over 22 feet for personal use by an occupant of the dwelling shall meet the requirements of Section 25-14.8.
 3. Trailers less than 22 feet in length shall be parked on a paved or other approved surface (Section 25-14.5.A.).
 4. Trailers which incorporate business or advertising signage shall be parked behind the forward-most face of the building so that signage is not readily visible from the public right-of-way.
- _____ No advertising or business signs are permitted on the premises, with the exception of those painted or otherwise affixed to stock motor vehicles operated by an occupant of the dwelling. However, in no case shall vehicles specifically designed or modified for advertising purposes be permitted.
- _____ No equipment or process shall be used in a home-based business that creates excessive noise, vibration, glares, fumes, or odors detrimental to the health, safety, peace, comfort, and general welfare of the persons residing in the neighborhood.
- _____ No equipment shall be used that creates visual or audible electrical interference in any radio or television receiver off the premises or causes fluctuations in the line voltage off the premises.
- _____ Home-based businesses shall comply with all local, county, state, or federal regulations pertaining to the activity pursued, and the requirements of this section shall not be constructed as an exemption from such regulations.
- _____ The following uses shall not be permitted as home-based businesses:
1. Animal kennels.
 2. Food services and drinking places with the exceptions of foodservice contractors and caterers.
 3. Automotive repair services.
 4. Any other use which fails to meet the requirements of this section, as determined by the City Planner.

*Unless modified or waived by a Conditional Use Permit.

I HAVE READ THE ABOVE RESTRICTIONS AND LIMITATIONS OF HOME OCCUPATIONS, AND I UNDERSTAND AND WILL ABIDE BY THEM AND ANY OTHER ORDINANCES PERTINENT TO THE OPERATION OF MY HOME OCCUPATION. I ALSO CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Date _____

Print Name _____ Driver's License or SSN _____

City Official Signature _____