



HOME OCCUPATION / SPECIAL USE PERMIT

Home Occupations are intended to allow additional use of a home for occupations by its residents. It is intended that such occupations do not alter the normal residential characteristic of the premises and in no way cause a nuisance to the surrounding properties and neighborhood. Regulations for Home Occupations can be found under *Chapter 170.30.40 Home Occupations* of the Zoning and Subdivision Code for the City of Burlington, Iowa.

Name: _____ Phone: _____

Address: _____

Name / Type of Business: _____

Description of Home Occupation - Include proposed use / type of work, hours, number / size of rooms occupied, clients served daily, parking provided, etc:

Is the property **owned** or **rented** by the applicant. The property owner must approve a home occupation prior to operation in rental properties. Please have property owner sign this application as well as the applicant:

Owner Signature/Address/Date: _____

I (applicant) certify that all information presented on this form is accurate and the operation will coincide with the information presented above.

Applicant Signature: _____ Date: _____

Chapter 17.30.40 of the Burlington Zoning Code classifies Home Occupations as Permitted, Special, or Prohibited. Staff will evaluate the application for a Home Occupation based on the code requirements and the information submitted above. No operation shall begin until approval is granted by Staff and/or the Zoning Board of Adjustment (ZBA).

*Special Home Occupations shall require a non-refundable fee of **\$225** and approval of the ZBA.*

OFFICE USE ONLY

Classification: _____ Staff Approval/Date: _____

ZBA Approval Required: **Y** **N** Fee: \$ _____ Paid: _____ / _____ / _____