

Home Business Permit

City of Independence, Missouri

Business Name *(if any)* _____

Address of Home Business _____

Total Square Footage of Home _____

Square Footage of Business _____

Hours of Operation _____ a.m. to _____ p.m.

Days of the Week _____

Number of Clients/Customers per day _____

Is there a Homes Association for your subdivision? Yes / No

APPLICANT (DEVELOPER):

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

E-Mail _____ Fax _____

PROPERTY OWNER:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

E-Mail _____ Fax _____

Applicant's Signature

Owner

SUBMITTAL REQUIREMENTS

In order for an application to be considered complete, the following materials must be submitted at the time of application:

1. A completed application form;
2. Application Fee – \$100.00, with funds payable to the City of Independence, Missouri;
3. Letter explaining the Home Business requested. This letter should include information about the business such as customer/client activity at the home, available parking, the business location in the home, and generally how the business will operate;
4. A plot plan showing an overhead view of the property providing the accurate location of the house, driveway, accessory buildings, and so forth. A mortgage survey may be used for this requirement;
5. Names and addresses of all property owners adjacent, opposite, and abutting and within 185 feet of the land proposed for the home business permit.

HOME BUSINESS STANDARDS

BUSINESS LICENSE REQUIRED

All home businesses must maintain a valid Business License, which must be renewed annually. A business license will only be issued once a home business permit is first approved in accordance with the City Code.

WHERE ALLOWED

Home businesses are allowed in any zoning district that permits household living, provided that the home business complies with all applicable standards and requirements, including the home business permit requirements of the UDO.

GENERAL STANDARDS AND REQUIREMENTS.

All home businesses are subject to the following standards and requirements:

NUMBER

There may not be more than one major home business or two minor home businesses in any dwelling unit.

PROHIBITED USES

The following uses are prohibited as home businesses:

1. Automotive and vehicle service and repair including, but not limited to: engine work, body work, painting, washing and detailing services, window glass replacement, accessory parts sales and installation.
2. Employee dispatch centers.
3. Animal boarding, kennels, veterinarian clinics and animal hospitals in residential districts.
4. Medical/dental offices or clinics.
5. Funeral homes.
6. Bail bonding.
7. Equipment rental and sales.
8. Radio, television, and similar electronic device sale and repair.
9. Appliance sale and repair.

NUMBER OF PERSONS/EMPLOYEES

Not more than two persons, who must be permanent residents of the dwelling unit, may be engaged in the operation of a home business.

FLOOR AREA LIMIT

Either up to 25% of the total floor area of the dwelling unit may be used in conjunction with a home business, or up to 300 square feet of an existing accessory structure, such as a freestanding garage, may be used for a home business.

ENCLOSED STRUCTURES

All activities and storage areas associated with such businesses must be conducted in completely enclosed structures.

OPERATIONAL PERFORMANCE STANDARDS

No home business or equipment used in conjunction with a home business may cause odor, vibration, noise, electrical interference or fluctuation in voltage that is perceptible beyond the lot line of the property on which the home business is conducted. The Fire Department will review and approve the use and/or storage of materials used in conjunction with a home business.

SALES

The selling of stocks of merchandise, supplies, or products is prohibited, except that incidental retail sales may be made in conjunction with other permitted home business operations, (e.g., a single chair hair salon may sell combs, hair spray, and other miscellaneous items to its customers. However, a dressmaker would be required to do only custom work for specific clients, and would not be allowed to develop stocks of garments for sale to the general public on-site).

SIGNS

No sign, nameplate, or any other form of advertising may be displayed on the premises in connection with any home business (in this section, premises means land, buildings and vehicles).

EXTERIOR ALTERATIONS

No exterior additions to the building structure are permitted in connection with any home business. An existing accessory building may be used for a home business, as provided for in this section, but a new accessory building may not be built for a home business.

SERVICE BY VEHICLES

Vehicles used to deliver goods to a major home business are limited to passenger vehicles, mail carrier, and express carrier, such as the United Parcel Service, and FedEx.

FILING THE APPLICATION

An application for home business must be completed and submitted to the Community Development Department, with the proper filing fee, payable to the City of Independence. A complete application consists of all items identified in the Submittal Requirements checklist. Application fees can be paid in cash, with a check, or with a credit card.

DEVELOPMENT REVIEW COMMITTEE

Every application goes through a detailed staff review at the Development Review Committee (DRC). This is a staff-only committee consisting of representatives of various city departments and divisions that reviews each item and identifies relevant issues. Out of this meeting, the development departments will prepare written comments on the proposed application. The staff comments will be sent to all parties listed on the application form (via fax or email) after the meeting.

INSPECTIONS

Certain home businesses (e.g., day care, bed and breakfast, beauty/nail salon, massage or any business with food) require inspections by the City of Independence. These inspections must be completed prior to the home business application proceeding to the Planning Commission.

PLANNING COMMISSION

The Planning Commission will conduct a public hearing and review the major home business permit application. The Planning Commission may establish specific requirements as to operation and conduct of a home business so as to assure that it will not have a disruptive effect on the neighborhood. Those applications that would, in the judgment of the Planning Commission, create excessive noise, pedestrian or vehicular traffic, or any other condition that would interfere with the safety and general welfare of the surrounding neighborhood, may not be approved. If the Planning Commission either deny, or approve a major home business permit application with conditions unsuitable to the applicant, the applicant may appeal the application to the City Council requesting that it consider and take final action on the permit application.

If a legal protest petition is submitted, the Planning Commission will make a recommendation to the City Council.

CITY COUNCIL

The City Council will consider a home business permit application on an appeal from an action of the Planning Commission or when a valid legal protest petition was submitted. The City Council will act on a resolution after reviewing the record of the proceedings from the Planning Commission.