



Home-Based Businesses

If you are considering operating a business out of your home, it is important to understand the city's home occupation ordinance, which establishes guidelines for home-based businesses operating within the city. The regulation of home occupations within residential structures is intended to ensure that the occupational use is clearly accessory or secondary to the principal dwelling use and that compatibility with surrounding residential uses is maintained.

Registration

Home-based businesses are required to register with the city's Community Development Department prior to operating (see reverse side). There is no charge for the one-time application, which is nontransferable.

Permitted Home-Based Businesses

Permitted home-based businesses must meet the following criteria:

- *Structural changes.* Businesses shall require no interior or exterior changes necessary to conduct the business and shall require no mechanical or electrical equipment not customarily found in a home.
- *Traffic.* Businesses shall not significantly alter the traffic pattern of the neighborhood.
- *Parking.* Parking related to the business shall be provided only in the garage or on the driveway of the property where it operates and shall be in compliance with subsection 4-3(e)(4)f of the City Code.
- *Deliveries.* Deliveries shall be limited to the type that typically service residences.
- *Employees.* Businesses shall not require employees other than those living on the premises.
- *Clients.* Businesses shall not generate more than eight client trips per day and serve no more than two clients at one time.
- *Area permitted.* Businesses shall not be allowed in accessory buildings and shall require no more than 20 percent of the gross floor area of a dwelling, not to exceed 300 square feet.
- *Sales on premises.* No physical products shall be displayed or sold on the premises except such that are incidental to the permitted home occupation.
- *Outside storage.* Businesses shall have no outdoor storage of equipment, machinery, inventory, tools or any other item required for use by the business.
- *Adverse effects.* Business shall not produce light, glare, noise, odor, smoke, fumes, dust, heat, vibration, radiation, or other hazardous or particulate matter that will in any way have an objectionable effect upon adjacent properties.
- *Signage.* Businesses shall be allowed one non-illuminated wall sign that is no larger than 6 square feet in size. The sign may identify the home occupation, resident and address but may contain no other information.
- *Other Regulations.* Businesses shall meet all other applicable City, State and Federal licenses, codes and regulations.
- *Day Care in Home.* Businesses shall be subject to applicable county and state licensing requirements, serving up to 12 persons, as referred to in subsections 4-5(a)(3), 4-6(b)(4) and 4-7(b)(3) of the City Code.

Prohibited Home-Based Businesses

- Conducting of retail business other than by U.S. mail, commercial delivery services by a vehicle no larger than a step van, or by taking and ordering delivery of orders by telephone or Internet sales.
- Manufacturing business.
- Repair, service, building, rebuilding or painting of autos, trucks, boats, engines, and other vehicles.
- Businesses, educational programs or similar gatherings which meet on a regular basis and have more than five non-residents in attendance at a time.



City of New Hope Community Development

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Home-Based Business Registration

Name of Business _____

Received Application _____

Approved Application _____

For Office Use

Contact

Name _____

Address _____

Phone _____ Cell _____

E-mail _____

Business

Address _____

Proposed Use for Space _____

Required Inspections *Completed by city staff*

Site None

Approved By _____ Date _____

Notice

I hereby certify that I have read and understand the city of New Hope's home occupation ordinance. All provisions of laws and ordinances governing this type of business will be complied with whether specified herein or not.

 Signature _____

Date of Application _____