



CITY OF RUSTON

Planning & Zoning Department
318-251-8644
Fax: 318-251-8650

HOME OCCUPATION PERMIT APPLICATION

I. GENERAL INFORMATION (Please Type or Print)		ASSESSOR'S PARCEL NUMBER(S) <i>Office Use Only</i>	<i>Office Use Only</i> ZONING
DATE:			
APPLICANT NAME:		BUSINESS PHONE:	HOME PHONE:
BUSINESS NAME:		TAX ID NUMBER:	
LOCATION OF HOME OCCUPATION (Street Address) CITY STATE ZIP			EMAIL:
PROPERTY OWNER NAME (If different from Applicant)		BUSINESS PHONE:	HOME PHONE:
PROPERTY OWNER ADDRESS (Street Address) CITY STATE ZIP (if different from location)			

II. PROJECT/BUSINESS DESCRIPTION

Definition. A home occupation is defined as any business or commercial activity that is conducted or petitioned to be conducted from property that is zoned for residential use. Since barber and beauty shops do not comply with the intent of this section, they shall not be considered as home occupations. (City of Ruston Zoning Ordinance, Sec. 4.3)

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	Please answer the following questions: (If more space is needed for any question, please attach additional sheets of paper.)	YES	NO
1	Explain your home occupation in detail.		
2	What is the square footage of the home and how much space will you be using for home occupation?		
3	Who will be employed by your business?		
4	Where will you store goods, materials, or products connected with your home occupation? Describe space, including dimensions and location in proximity to home.		

5	Approximately how many clients will visit your house each week?		
6	Will there be any exterior indication that home occupation is being operated out of your home? Please explain.		
7	How many parking spaces (10'x20') are available, including spaces you personally use for parking?		
8	Will your business cause an increase in vehicular or pedestrian traffic in your neighborhood? Please explain.		
9	How many commercial deliveries or pickups do you expect each week? Is there space available for deliveries to be unloaded on your property (not in street)?		
10	How do you plan to advertise your business?		
11	Will you require tractor trailers, semi-trucks, trailers, or heavy equipment for your home occupation? Please explain.		
12	What types of toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive or other restricted materials will be stored on the site? Please describe quantity, type of container, etc.		
13	Will your home occupation produce offensive noise, obnoxious odors, vibrations, smoke, fumes, heat or dust? Please explain.		
14	Will your home occupation cause visual or audible electrical interference in any radio or television receiver? Please explain.		
15	What will be your hours of operation?		

III. Permit Procedure (City of Ruston Zoning Ordinance). The procedure for applying for a home occupation permit is as follows:

- (1) *Application.* Application for a home occupation permit shall be made to the Zoning Administrator on a form provided by the City. A reasonable inspection of the applicant's premises shall be undertaken by the City code enforcement inspectors to determine compliance with this section. The Zoning Administrator will make a decision and notify the applicant in writing within fifteen (15) business days of the date the application is received. In cases where the Zoning Administrator considers the application not within the scope of the home occupation criteria, the application will be denied.
- (2) *Time Limit/Renewal.* All home occupation permits shall be valid for a period of two (2) years. Requests for renewals shall be submitted to the Zoning Administrator in writing prior to expiration of the permit. The Zoning Administrator may refuse to approve a request for renewal based on one or more violations of the provisions of this section.
- (3) *Appeal to the Board of Adjustment.* The decision of the Zoning Administrator concerning approval or renewal shall be final unless a written appeal is filed with the Board of Adjustment within ten (10) calendar days of the decision. An appeal may only be filed by the applicant.
- (4) *Special Exception from Criteria.* An application requesting special exception from strict application of any of the criteria above may be filed with the Board of Adjustment and may be approved in individual cases if the special exception is in accordance with the intent of this section.

Official Use Only

Zoning Administrator

Date

<p>APPROVED YES or NO</p>

COMMENTS: