



# 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) Office Use Only	Office Use Only ZONING
DATE		
APPLICANT NAME	BUSINESS PHONE ( )	HOME PHONE ( )
LOCATION OF HOME OCCUPATION (Street Address) CITY STATE ZIP		
PROPERTY OWNER NAME (If different from Applicant)	BUSINESS PHONE ( )	HOME PHONE ( )
PROPERTY OWNER ADDRESS (Street Address) CITY STATE ZIP		

### 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. (Ord 1465, Sec. 29-30)

Do you comply with the following criteria established by Ordinance 1465 for home occupations?

	Criteria for Compliance	YES	NO
1	A home occupation shall be conducted within a dwelling unit or accessory building and shall be clearly incidental to the use of the structure for residential purposes.		
2	No more than 25 percent of the floor area of a dwelling unit, or no more than 500 square feet (whichever is less), may be used in connection with a home occupation or for storage purposes in connection with a home occupation.		
3	The business shall employ no employees within the dwelling other than family members residing in the dwelling.		
4	Storage, other than within the dwelling unit, of goods, materials, or products connected with a home occupation shall be limited to a maximum area of 100 square feet and must be completely within an enclosed accessory building or garage.		
5	There shall be no sales conducted on the premises other than sales previously made by appointment.		
6	There shall be no exterior indication of the home occupation or variation from the residential character of the principal dwelling.		
7	The use shall not require additional off street parking spaces for clients or customers of the home occupation.		
8	The home occupation shall not create greater vehicular or pedestrian traffic than normal for the district in which it is located.		

9	Deliveries and pickups from commercial suppliers shall not be made more than once each week, and the deliveries shall not restrict traffic circulation.		
10	No advertising display signs shall be permitted on the site other than the allowance of one vehicle with attached signs advertising the home occupation to be in compliance with Section 29-32(c).		
11	Advertising shall only carry the name and telephone number of the applicant. No advertising, other than business cards, shall carry the residential address of the applicant.		
12	There shall be no use, storage or parking of tractor trailers, semi-trucks, trailers, or heavy equipment such as construction equipment used in association with the home occupation.		
13	No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive or other restricted materials shall be used or stored on the site.		
14	The use shall not produce offensive noise, obnoxious odors, vibrations, smoke, fumes, heat or dust detectable to normal sensory perception beyond the premises.		
15	No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver beyond the premises or cause fluctuation in line voltage beyond the premises.		
16	The hours of operation for a home occupation shall be limited to 7:00 a.m. to 9:00 p.m.		

Briefly describe your proposed business and the business activity at the residence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Square footage used for business: \_\_\_\_\_

Total square footage of residence: \_\_\_\_\_

How are products distributed or service provided to customers? \_\_\_\_\_

Describe materials/equipment used in business: \_\_\_\_\_

\_\_\_\_\_

How are products/materials delivered to residence? \_\_\_\_\_

Frequency? \_\_\_\_\_

Will clients/salespeople visit the residence? Yes No

Frequency? \_\_\_\_\_

Does business involve use of chemicals/hazardous materials? Yes No

I declare under penalty of perjury that all of the submitted information is true and correct to the best of my knowledge and belief. I have read and agree to abide by the regulations and conditions of approval listed on this application. I understand that any misrepresentation of submitted data may invalidate any approval of this application. If the home occupation is not operated in compliance with these regulations, the permit may be revoked by the Zoning Administrator.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

III. Permit Procedure (Ord. 1465, Sec 29-30). 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 Planning & Zoning Department 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 Planning & Zoning Department 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.
- (5) *Prior Legal Home Occupation/Home Business.* Any home occupation or home business which was operating in compliance with Section 29-32 of the Code of Ordinances of the City as such provided prior to the effective date of this ordinance, shall not be required to conform to the criteria of this section; provided however that prior legal home occupations or home businesses shall be required to obtain a permit within two (2) years of the effective date of this ordinance, pursuant to the procedures set forth in sub-section (d) herein which permit shall be valid for a period of two (2) years, that said prior legal home occupations or house businesses shall not expand or alter the uses in effect on the effective date of this ordinance.

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*Official Use Only*

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

<p><b>APPROVED</b> YES or NO</p>
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COMMENTS: