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Home Occupation Checklist

Home Occupation: Any occupation or profession conducted solely by resident occupants in their place of abode, involving primarily service and not the sale of commodities upon the premises.

Employee: Any person working, regardless of full-time, part-time or volunteer status, as an owner, partner, sub contractor or independent contractor of the business. A child or spouse who works as part of the Home Occupation AND lives in the same home is not considered an employee.

- ◆ The home occupation will be conducted solely within the home.
- ◆ There will be no outdoor (including within enclosed spaces, such as shed or garage) storage of goods, materials, equipment, trailers or products connected with the home occupation
- ◆ There will be no non-occupant employees conducting work on the premise.
- ◆ There will be no face-to-face customer or client interaction at the property.
- ◆ Deliveries to or from the property will limited to the services provided by routine residential carriers.
- ◆ There will be no signage or window displays.

If the answers to the above questions are all yes, then your home occupation is Level 1 (No impact) and no permit is required.

- ◆ The home occupation will be conducted within the home, approved accessory building or structure. No storage of goods, materials, equipment, trailers or products connected with the home occupation will be outdoors.
- ◆ There will be no more than one non-occupant employee conducting work on the premise.
- ◆ Customer or client interaction within the home will be limited to not more than 4 customers/clients per hour, between the hours of 8:00 A.M. and 8:00 P.M., Monday through Sunday. Customer or client interaction occurring outside of the home will be limited to not more than 4 customers/clients per hour, between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.
- ◆ Deliveries to or from the property will limited to the services provided by routine residential carriers.
- ◆ Employee parking is provided on site.

Special Conditions: The following uses may be considered Level 2 home occupations provided that there are no non-occupant employees.

1. Pet sitting, grooming or training (no overnight boarding, no outdoor kenneling and no more animals on-site than permitted by Clive Code 5-7-12).
2. Beauty parlors, barbershops, massage and other similar personal care services.
3. Daycare services (hours of operation limited to between 6:00 A.M. and 7:00 P.M., Monday through Friday).

If the answers to the above questions are all yes, then your home occupation is Level 2 (Minor impact) and an Application for Home Occupation permit must be submitted to the Community Development Department with a \$60 fee. This is a one-time process as long as there are no changes to the home occupation's impact to the community.

If your proposed home occupation does not fit into either of the above levels, your business will may be considered a Level 3 (Major impact). An Application for Special Use Permit must be submitted to the Community Development Department with a \$250 fee. You will need to attend a Board of Adjustment meeting to answer any questions the board members might have. If your Special Use Permit is approved, no further action will be required as long as you adhere to the Special Use Permit's requirements.

If there are any questions regarding this process , please contact our office at (515)223-6221.