

## HOME OCCUPATION LICENSE CHECKLIST

### FINANCE AND ADMINISTRATION SERVICES

This checklist is designed to aid both the Applicant and the City in the completion and processing of a home occupation license application. Completed application and all required documentation may be submitted in person or by mail, email, or fax [(251) 968-1470].

All business licenses expire December 31<sup>st</sup>. Renewals are due January 1<sup>st</sup> and are delinquent after January 31<sup>st</sup>.

#### Completion of application:

- Completed business license application (separate application per business location)
  - Application must be typed or printed
  - Signed by owner, partner, or business officer (unless submitted electronically)
- Required documentation:
  - Copy of driver's license
  - Article 11: Home Occupation consent form (see attached)

#### Processing of application:

- Physically located in Gulf Shores:
  - Revenue: reviews application and required documentation for completeness
  - Planning & Zoning: reviews for zoning compliance
  - Fire Marshal: performs safety inspection (if applicable)
  - Revenue: collects payment and issues certificate

## Article 11-5: Home Occupations

- ❑ Home occupations shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling or adversely affect the uses permitted in the applicable district. No home occupation shall be permitted which might interfere with the general welfare of the surrounding residential area due to potential noise, increased pedestrian and vehicular traffic, or and other conditions which would constitute an objectionable use of residentially zoned property.
  
- ❑ Home Occupation Limitations:
  - No more than one home occupation shall be approved in any residential dwelling unit.
  - Area used shall not exceed 20% of the gross floor area in the principal building, up to a maximum of 500sf.
  - Employment shall be limited to members of the family residing in the dwelling and there shall be no employment of help other than members of the resident family.
  - No internal or external addition, alteration of the dwelling is permitted to accommodate the home occupation.
  - There shall be no increase in traffic, on-street parking, excessive noise, vibration, glare, odor, fumes, dust, heat, fire hazards, electrical interference (including radio, television, and telephone) or fluctuation in line voltage.
  - No outside display or storage of materials, goods, supplies, or equipment used in the home occupation; nor shall the home occupation be present or noticeable beyond the property boundaries of the premises.
  - Only articles made on the premises may be sold on-premises; except nondurable articles (consumable products) that are incidental to a service which serve as the principle use of the home occupation. Other on-site sales, excluding those by phone, fax, mail, internet, and similar remote methods shall be prohibited.
  - Instruction in music, dancing and similar subjects shall be limited to 2 students at a time.
  - Hours of operation shall be limited from 7am to 10pm.
  - One sign may be used to identify the home occupation. Sign is limited to 2sf in area and must be mounted flat to the main wall of the principal building. Illuminated signs are prohibited.
  
- ❑ Home Occupations Shall Not Include:
  - Uses that do not meet the provisions listed above
  - Automobile and/or body and fender repairing
  - Barber shops and beauty parlors
  - Food handling, processing, or packing
  - Repair, manufacturing and processing uses; however, this shall not exclude the home occupation of a dressmaker where goods are not manufactured for stock, sale, or distribution
  - Restaurants
  - Uses which entail the harboring, training, raising or treatment of dogs, cats, birds, or other animals
  - Rental of vehicles or equipment of any kind
  - Tattoo parlor and body piercing studios

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By signing below, I acknowledge that I understand and will comply with the above regulations.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_