

# HOME OCCUPATION QUESTIONNAIR

Please Fill Out and Return To:  
City of West Plains, License Clerk  
P.O. Box 710, 1910 Holiday Lane  
West Plains, MO 65775

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Describe type of business you propose to conduct: \_\_\_\_\_

2. Will this business be conducted entirely within your residence as it relates to activities at your residence? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Will there be any employees other than your immediate household? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, describe: \_\_\_\_\_

4. Is the dwelling used mainly as your family residence? Yes \_\_\_\_\_ No \_\_\_\_\_

5. How many vehicles are used in conjunction with the business? \_\_\_\_\_

6. Will anything be made on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If so, describe what & how it will be made: \_\_\_\_\_

7. What equipment and machines are used in the business? \_\_\_\_\_

8. Will anything be stored on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_.  
(If in car, van, truck, so state): \_\_\_\_\_

9. Will there be any materials, goods, supplies delivered to the residence? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If so, state how frequency: \_\_\_\_\_

10. Will any customers or clients come to your home? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If so how many per day? \_\_\_\_\_

11. How is contact made with customers or clients? \_\_\_\_\_

12. Will any items be sold on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If so, describe: \_\_\_\_\_

13. Will any other location be used in conjunction with this business? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If so, describe: \_\_\_\_\_

14. If product is sold or distributed, how is it delivered to the customer? \_\_\_\_\_

15. Is outside signage planned? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If so, describe: \_\_\_\_\_

16. Is customer parking planned (other than named residents)? Yes \_\_\_\_\_ No \_\_\_\_\_.  
If so, describe: \_\_\_\_\_

FOR APPLICANT: In signing this document, I state that I have received, read and understand the "Ordinance for a home occupation" and that I will abide by all such regulations. I realize that a violation of these items justification for revoking my licenses and prosecution for a zoning violation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## City of West Plains Home Occupation

Home occupation means an accessory use of a service character customarily conducted within a dwelling by the residents thereof, which is clearly secondary to the use of the dwelling for living purposes and does not change the character thereof or have any exterior evidence of such secondary use and in connection therewith meets the following limitations:

- (1) No person other than someone related by blood, marriage, adoption or custodial relationship to the person conducting the home occupation and who also resides in the dwelling unit shall be employed on the property except that an outside assistant may be allowed for a general day care only in the absence of the regular caregiver who resides in the home.
- (2) The home occupation shall be conducted entirely within the principal residential building or in a permitted accessory building or on a temporary site away from the property.
- (3) No sign shall advertise the presence or conduct of the home occupation, except that a two-square-foot nameplate shall be allowed.
- (4) No stock in trade, equipment, or commercial trash shall be stored in a manner visible to the public or in such a manner to cause a nuisance to neighbors.
- (5) No alteration of the principal residential building shall be made which changes the character thereof as a dwelling.
- (6) The home occupation shall not produce offensive noise, vibration, smoke, electrical interference, dust, odors, or heat detectable beyond the property lines or beyond the walls of the dwelling unit, if the unit is part of a multi-family structure.
- (7) The receipt or delivery of merchandise, goods, or supplies for use in a home occupation shall be limited to the United States mail, similar parcel delivery service or private vehicles with a gross vehicle weight rating of 10,000 pounds or less.
- (8) Not more than one vehicle shall be utilized in the business and parked at the residence.
- (9) No customer parking areas shall be provided.
- (10) No home occupation shall generate traffic, parking, sewage, water use or noise in excess of what is normal in a residential neighborhood.
- (11) A business license shall be obtained as required by other sections of this Code or city ordinances.