


Business Name: \_\_\_\_\_  
Business Location: \_\_\_\_\_  
Business Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Name of Operator: \_\_\_\_\_  
Type of Business \_\_\_\_\_

<b>CITY of BROOKINGS</b> <b>Home Occupation Permit</b> <b>Application Form</b>	
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**\$46.00 application fee required.**

Certain types of businesses can be operated from a residence with a Home Occupation Permit. Brookings Land Development Code Section 17.104 regulates businesses based in the home. Before the City of Brookings can issue a Home Occupation Permit the following criteria outlined in the Land Development Code must be addressed.

**Please respond to statements with how your business will be conducted.**

1. The activity must be conducted entirely within the dwelling, garage or accessory structure in question, please describe where in your home the business activity will take place: \_\_\_\_\_  
\_\_\_\_\_
- Bed & Breakfasts owners are required to live onsite and pay monthly TOT's, initial acknowledgement \_\_\_\_\_
2. The activity must be conducted only by persons residing in the dwelling, who will that be? \_\_\_\_\_  
\_\_\_\_\_
3. The outward residential appearance of all buildings must be preserved, and the use is clearly incidental and secondary to the use of the dwelling for residential purposes, advise of any changes to the outside appearance. \_\_\_\_\_
4. Not more than 50 percent of the floor area of the individual dwelling unit may be utilized for the intended purposes. Will you be using more than 50 percent of the dwelling floor area? \_\_\_\_\_
5. Any part of a garage or accessory structure may be used, however a garage or carport area must remain available for the parking of one car and off-street parking requirements must be met. Will a garage or carport is utilized? \_\_\_\_\_ If so, do you have space for one vehicle and off street parking available? \_\_\_\_\_
6. A sign may be maintained in conjunction with the home occupation activity, provided it is non-lighted, indicates only the name and trade of the property owner and is no greater than two (2) feet square. If installing sign, provide size: \_\_\_\_\_
7. No merchandising or sale of commodities may be conducted on the premises, except such as is produced by the occupants on the premises.
8. There shall be no emission of odorous, toxic, noxious matter nor any use causing electrical or telecommunication interference, vibration, noise, heat, or glare in such quantities as to be readily detectable at any point along or outside property lines of a home occupation so as to produce a public nuisance or hazard.
9. Current City of Brookings Business License # or date applied for: \_\_\_\_\_

Please return completed form to the Planning Manager for review and approval. If permit is granted, the foregoing shall be deemed conditions of the permit.

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date