

**City of Essex Junction, VT
Home Occupation Application**

For Office Use:

Permit #

Applicant _____

Address of home occupation

Mailing Address if different than above

Day Phone Number _____ Email Address _____

Description of home occupation (attach plan or supplemental)

Trade Name (if any):

Describe Proposed Activity:

Home occupation _____ sq ft. divided by _____ total s.f. dwelling space = _____ %

Standards for Home Occupations

The Land/Development Code requires that all home occupations meet the following specific standards:

1. * The use shall be conducted entirely within the dwelling by residents of the dwelling and no outside employees may be hired.
2. * No more than 20% of the total area of the dwelling, including areas used for storage or equipment may be used by the home occupation.
3. Merchandise offered for sale shall be samples only. Orders may be taken for delivery off the premises.
4. Delivery of any product to the home for business purposes shall not occur more frequently than once a day by trucks or vehicles ordinarily utilized for residential deliveries.
5. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted material shall be stored on site.
6. No mechanical equipment other than the normally utilized within a dwelling for household or hobby purposes shall be allowed.
7. No activity shall be conducted which would interfere with radio or television reception, nor shall there be any offensive noise, smoke, dust, or heat noticeable at the property line.
8. No home occupation shall require external alteration of the residence or show other evidence of the conduct of such home occupation.
9. The home occupation shall not cause or encourage vehicular traffic not ordinarily associated with the residential area in which the home occupation is conducted except as specified below.



- a. Public access to the home occupation shall be by invitation. No more than one vehicle not owned by the occupants shall be located on or adjacent to the premises at any time, provided, however, that appointments may overlap for a time period not exceeding (30) minutes.
 - b. Occasional parties, meetings or classes associated with the home occupations are permitted no more than four (4) times monthly. Vehicles shall not impede the safety and flow of traffic within the neighborhood. If possible, arrangements shall be made to provide parking within designated residential parking areas or in permitted locations off-site.
10. Advertising for a home occupation shall be by telephone number and name only. On-premise advertising is restricted to one non-illuminated sign, neutral in color, not to exceed one square foot, which shows only the name of the occupant and occupation.
 11. If the home occupation includes classes or instructions, there shall be no more than four (4) students on the premises at any one time. Parking restrictions as indicated in (9) above shall apply.
 12. * Home occupations shall be open only between 8 a.m. and 9 p.m.
 13. The parking or storage of commercial vehicles shall not exceed one commercial automobile, pick-up or van.
 14. State of Vermont permits shall be obtained prior to operation of the Home Occupation, if applicable.

***Home Occupations for child care are exempt from provisions 1, 2 and 12 listed above.**

I hereby make an application for a home occupation as described herein. I understand the rules and standards which must be met for a home occupation. I certify that I have read and agree to all the conditions described herein and further certify that I will conform to these conditions if my application is approved. I understand that violation of these rules or standards is a violation of the Land Development Code and will void any permit.

Applicant

Date

Land Owner (if different)

Date

Staff Action

Date received _____ Meeting date: _____

Board Action: Approved _____ Denied _____ Date: _____

Conditions, if any _____

Staff Signature

Date

Fee Amount: \$65.00

Fee Verified:

