

Home Occupation Permit Application

BUILDING DIVISION



Instructions: Return completed application to the Building Division along with the \$50 application fee.

PROPERTY/OWNER INFORMATION

Property address

Permanent parcel number

Property owner name

Zoning district

Property owner phone

Property owner email

HOME OCCUPATION INFORMATION

Proposed home occupation

Business name, if applicable

1. Will the Home Occupation occur on any portion of the property other than the dwelling? ☐ Yes ☐ No
2. Will the dwelling be extended or modified for Home Occupation? ☐ Yes ☐ No
3. Will the Home Occupation take up more than 20% of the square footage of the dwelling's living area? ☐ Yes ☐ No
4. Will the activities of the Home Occupation result in or create noise, vibration, pollution, electronic interference or other nuisance or safety hazard to any person or to adjacent or nearby property? ☐ Yes ☐ No
5. Will the Home Occupation involve any outdoor storage or display of materials, goods, supplies or equipment? ☐ Yes ☐ No
6. Will the Home Occupation generate traffic to the property between 8 p.m. and 8 a.m.? ☐ Yes ☐ No
7. Will there be more than two (2) vehicles of patrons or customers at any one time? ☐ Yes ☐ No
8. Will there be an(y) outside employee(s) (non-family member) employed for the Home Occupation? Number of family employees: ____ Number of non-family employees: ____ ☐ Yes ☐ No
9. Will there be more than one vehicle used for the Home Occupation? ☐ Yes ☐ No
Gross vehicle weight: _____

Application Authorization and Acknowledgement of Ordinance ☐

Property Owner Signature

Date

CITY AUTHORIZATION

☐ Approved ☐ Approved with Conditions (as listed in permit) ☐ Rejected

Building Division Approval

Date

Rejected applications may be appealed to the Board of Zoning and Building Appeals if an appeal is filed within 15 days from date of denial.

OFFICE	Reference No.	Application Fee Paid
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CHAPTER 830 HOME OCCUPATIONS

830.01 Definitions

As used in this chapter:

- (a) "Home occupation" means any profession or business conducted in a residential dwelling and as an accessory to the principal residential use thereof. Home occupations shall comply in all respects with the regulations provided in Section 830.02.
- (b) "Living area" means that area of the dwelling which would normally contain active (as opposed to stored) furniture and appliances for the use of the residents, but shall not include basements (unless finished), garages or porches.

830.02 Use regulations

- (a) **Prohibited Uses.** The following activities are not permitted as home occupations:
 - (1) The maintenance, repair and/or storage of vehicles, heavy machinery and/or heavy equipment for commercial purposes, including vehicles purchased primarily for resale.
 - (2) Tow truck services.
 - (3) Wood cutting, splitting and/or processing.
 - (4) Animal care or boarding facilities, including kennels.
 - (5) Contractor storage yards.
 - (6) Machine shops and other industrial uses.
 - (7) Any use involving toxic, flammable, combustible, explosive, corrosive or other potentially harmful chemicals or materials.
 - (8) Any use expressly prohibited in the North Ridgeville Zoning Code or by Council ordinance.
 - (9) Activities judged by the Chief Building Official to be similar in nature to the above-listed activities or which by their operation or nature are not incidental to or compatible with residential activities.
- (b) **Requirements.** A home occupation may be permitted and carried on only if it complies with all of the following:
 - (1) A home occupation shall not include and shall not be permitted on unimproved land in a Residence District or in any dwelling not currently occupied principally as a residence.
 - (2) A person may carry on a home occupation only in the dwelling house. No home occupation shall be conducted in an accessory building.
 - (3) The home occupation shall comply with all local, State and Federal laws, the City Charter and/or regulations pertinent to the activity pursued.
 - (4) The residential character of the dwelling exterior shall not be changed. The home occupation must not involve any external extension or modification of the dwelling, and the dwelling must be otherwise lawful and conform to all applicable safety, fire, housing and building codes.
 - (5) Such use shall be incidental and subordinate to the use of the premises and dwelling for residential purposes and in total shall not use space in excess of the equivalent of twenty percent of the floor area of the living area of the dwelling.
 - (6) Such use shall not include any activity resulting in or creating noise, vibration, smoke, pollution, electronic interference or other nuisance or safety hazard to any person or to any adjacent or nearby property.
 - (7) Outdoor storage or display of materials, good, supplies or equipment related to the conduct of the home occupation shall be prohibited.
 - (8) Vehicles used for deliveries to or from a home occupation shall comply with the weight limits established for through traffic on the street upon which the dwelling fronts.
 - (9) Such use shall not result in an increase in frequency of, or a generation of vehicular or pedestrian traffic abnormal to, either the neighborhood or the City. Such use may not generate traffic expressly related to the home occupation between the hours of 8:00 p.m. and 8:00 a.m.
 - (10) No more than a total of two vehicles of patrons or customers shall be permitted on the premises which is the site of a home occupation at any one time. Such vehicles shall not, alternatively, be parked on a street, sidewalk or other adjacent public thoroughfare. Vehicles used solely for the personal use of the homeowner shall not be included within the limitation of this paragraph.
 - (11) Such use shall not involve the use of utilities, sewers or other community facilities beyond that which would be reasonable to the use of the property solely for residential purposes.
 - (12) A person carrying on a home occupation may employ only members of the family in the dwelling and a maximum of one outside employee.
 - (13) Only one automobile, truck or van used primarily for the customary home occupation shall be permitted on the premises, and then only if the gross vehicle weight of such vehicle (including cargo) is 11,000 pounds or less.

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- (c) Conditions. The Chief Building Official may impose conditions to mitigate any potential adverse impacts of the home occupation to the adjacent land uses and/or to ensure that the use complies with the Codified Ordinances.
- (d) Signs. Any exterior signage shall comply with the requirements of Chapter 1286.

830.03 Permit required; fee

Any person who wishes to conduct a home occupation must, before commencement, receive a permit for such purpose, which shall be issued by the Chief Building Official. The permit application shall be submitted to the Building Division along with a \$50 application fee.

830.04 Issuance of permits; denials

- (a) The Chief Building Official shall issue a permit to the applicant when all conditions set forth in Sections 830.02 and 830.03 have been satisfactorily complied with and completed and evidence of such compliance and completion is filed with the Chief Building Official.
- (b) If the Chief Building Official denies the permit, the applicant may appeal that decision to the Board of Zoning and Building Appeals by filing notice of an appeal no later than fifteen days from the date of the denial.

830.05 Permit duration

The permit required under this chapter shall be valid from the date of issuance and remain valid providing the Chief Building Official does not become aware of any complaints or violations regarding the permit, in which case Section 830.06 applies.

830.06 Right of entry of Chief Building Official; inspections; compliance with permit; fraud; revocation of permit

- (a) The Chief Building Official and/or his or her representative are hereby authorized to enter upon and inspect the premises on which a home occupation is conducted at reasonable hours, from time to time, to determine whether the applicant or permittee is in compliance with the provisions of this chapter.
- (b) If the Chief Building Official determines that the permittee is not complying with the conditions of the permit issued pursuant to this chapter, he shall order the permittee to correct the offending condition or use or otherwise to comply with such permit. Upon failure by the permittee to comply with the order of the Chief Building Official within five days from the date of the order, Sundays and legal holidays excluded, the permittee's permit shall be null and void and shall be immediately revoked by the Chief Building Official. Such action by the Chief Building Official shall be in addition to the penalty provided in Section 830.99.
- (c) The Chief Building Official is further authorized and directed to revoke any permit issued under this Chapter upon notice for any fraud, misrepresentation or false statement contained in the application for the permit. The revocation of a permit by the Chief Building Official may be appealed pursuant to the procedure provided in Section 830.04(b).

830.07 Decisions of Board of Zoning and Building Appeals and Chief Building Official final; existing home occupations; violations; injunctive relief

- (a) Decisions of the Board of Zoning and Building Appeals and the Chief Building Official relating to violations of this Chapter, including appeals from the denial of issuance of, or the revocation of, permits, shall be final within the City.
- (b) Any home occupation in existence without a permit upon the passage of this chapter shall be discontinued immediately or shall be disclosed immediately to the Chief Building Official and comply with the provisions of this chapter within six months of the passage of this chapter.
- (c) No person, firm or corporation shall violate, or assist in the violation of, any of the provisions of this chapter. In the event of any such violation or the imminent threat thereof, the City, in addition to any remedies provided by law, may institute a suit for a preliminary and/or permanent injunction to prevent or terminate such violation.

830.08 Transferring of permits

No permit issued under the provisions of this chapter may be sold within the premises or dwelling from or on which the home occupation is being conducted, nor may it otherwise be sold, conveyed or assigned to any party other than the permittee named therein.

830.99 Penalty

- (a) Whoever carries on a home occupation without first securing a home occupation permit as provided in Section 830.03 shall be guilty of a minor misdemeanor and shall not be fined more than the maximum allowed under the Ohio Revised Code. A separate offense shall be deemed committed each day during or on which the home occupation is conducted without permit.
- (b) Whoever violates any of the other provisions of this chapter is guilty of a misdemeanor of the third degree. A separate offense shall be deemed committed each day during or on which a violation occurs or continues.