

HOME OCCUPATION REQUIREMENTS

West Columbia Zoning Ordinance

Section 802 of the West Columbia Zoning Ordinance defines a home occupation as an occupation, profession or trade customarily carried on by an occupant in a dwelling unit as a secondary use that is clearly incidental to the dwelling unit for residential purposes and that meets the following conditions:

1. The occupation, profession or trade is carried on wholly within the principal building;
2. Not more than twenty-five percent (25%) of the floor area of the principal building is used for the conduct of said home occupation;
3. No merchandise or articles are displayed for advertising purposes, nor displayed in such a way as to be visible from outside the dwelling;
4. No merchandise or articles are stored other than inside the principal building;
5. There is no alteration of the residential character of the building or premises;
6. Only members of the family residing on the premises shall be engaged in the home occupation. No person not living in the residence can work at the residence;
7. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;
8. No name plate or sign is displayed upon the premises except one (1) unlighted sign, not exceeding one (1) square foot in area, mounted flat against the wall of the principal structure; and
9. The home occupation shall not, in the opinion of the zoning administrator or his/her designee, create a nuisance or cause undue disturbance to the neighborhood due to noise, fumes, or other impacts from the operation of the home occupation.

**WEST COLUMBIA ZONING ORDINANCE
CERTIFICATION OF COMPLIANCE
Home Occupation Requirements**

Applicant Must Answer All Questions		Circle One
Will the occupation, profession, or trade conducted at the residence be carried on wholly within the principal building (residence)?	Yes	No
Will the home occupation require more than 25% of the floor area of the principal building?	Yes	No
Will any merchandise or articles be displayed for advertising purposes?	Yes	No
Will any merchandise or articles be visible from outside the dwelling?	Yes	No
Will merchandise or articles be stored anywhere other than in the principal building (residence)?	Yes	No
Will anyone other than the applicant and anyone living in the residence be employed by the business?	Yes	No
If so, will the employee(s) come to the residence to work and/or meet at the residence to work off site?	Yes	No
Describe, in detail, the nature of your business (operating hours, where the business activity will take place, the amount of customers expected at the residence, what articles may be stored on the property, number of employees etc.)		
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<small>Use back of page if necessary</small>		
Name of Business		Tax Identification Number (Social Security or Federal ID Number)
Address (Including City, State, Zip)		Business Phone Number
Name of Applicant	Home Phone Number	Mobile Phone Number
Does the applicant live in the residence where the home occupation will be conducted?		Yes No

The undersigned hereby acknowledges receipt of and compliance with the requirements of Section 802 of the West Columbia Zoning Ordinance regarding customary home occupations and understands that the Zoning Administrator must approve any proposed home occupations prior to the issuance of a business license. Failure to comply with these requirements during the course of business may result in the revocation of the zoning permit and the business license.

Applicant Signature: _____ Date: _____

<input type="checkbox"/>	Approved. Conditions:	
<input type="checkbox"/>	Denied. Reasons:	
		<small>Appeals must be made within 30 days</small>
Zoning Administrator	Date	Business License Number

Must Be Attached to Business License Application

Revised April 5, 2010