



Application for Home Business

This application contains a **summary** of the main requirements for “Home Occupations” and Type I and Type II “Home Businesses.” In some cases, additional information not provided here may apply. The full requirements are found in the ordinance text.

“Home Occupation” is any type of occupation or business conducted in the home where: No customers, employees, clients or other people come to the house for business purposes. Deliveries and mailings are limited to regular mail and minimal UPS/Fedex/DHL trucks. There is no sign displayed. Evidence of the occupation is not visible from other property. Some examples include internet sales, production of art work for sale at outside locations, and tele-commuting. No permit or application is required.

A worksheet is attached to see if you qualify as a “Home Occupation.”

A **“Home Business”** is an expansion of a home occupation and will be either a **“Type I”** or a **“Type II”**, depending on a list of conditions. A permit (\$35) and an inspection of the business area (\$50) is required, before you begin to operate the business. You must register Type I and Type II Home Businesses every other year (bi-annual) after the permit is issued, or the permit will expire. (\$20.00 registration fee) Some conditions are listed here:

“Type I Home Business” is where up to 10 trips from non-family members come to the home for business purposes. Employees may not work at the home. Sales are limited to arts and crafts. Some examples of a type I include consulting and beauty salons.

“Type II Home Business” allows an employee to work at the home business. In other respects, the requirements for the Type II Home Business are very similar to a Type I Home Business. A public hearing with the Zoning Board of Appeals (\$50) is required in addition to the permit and inspection of the business area.

Youth Business (applicants 17 years of age and younger)
Permit, bi-annual registration, inspection, and ZBA application are all \$5.00 each.

Other information:

In-home music instruction is exempt from the requirements.

Automobile/engine repair is not allowed as a home business or a home occupation.

Check with the Board of Public Works to determine if a special electric rate will apply.

Check with the office of the City Assessor to declare personal property used in the course of the business.

Other state or federal requirements, such as a sales tax license, may exist. You are responsible for all other regulations.



HOME OCCUPATION WORKSHEET:

- True ___ False ___ The main use of my home will not be for the business, it will be my home.
- True ___ False ___ No people will come to my house to buy anything, or for any other business reason. No employees will come to my house. I may have employees that do not come to my house.
- True ___ False ___ All of my activities will be inside the house or garage, including any storage of material. I will not keep hazardous materials, or create a fire hazard.
- True ___ False ___ I will not keep heavy equipment or landscaping equipment at my home.
- True ___ False ___ I will not make any changes to the outside of my home because of the business.
- True ___ False ___ My business will not make any noise, vibration, smoke, dust, odor, or heat. I will not generate any electrical interference with radio or television transmission in the area.
- True ___ False ___ I will not do automotive or any engine repair or body work, or automotive painting.
- True ___ False ___ I will have two visits a week OR LESS by private delivery services common to residential property. (ie, UPS, FEDEX, DHL) Such deliveries and pickups shall not require a vehicle larger than a step-type van. (6 wheeled vehicle)
- True ___ False ___ I will not have a sign.
- True ___ False ___ I have checked (or will check) for city, state, or federal regulations for my business, such as a sales tax license.
- True ___ False ___ I have checked with the office of the City Assessor to find out if I need to file a personal property tax statement.
- Ture ___ False ___ My Home Occupation does not involve medical marihuana.

If all answers are TRUE, your business is **not** regulated by the City of Holland zoning ordinance. You may proceed without an application. If ANY answers are FALSE, please check with the zoning administrator to determine your next step. You may just need to provide clarification, or, you may need to apply for a permit as a Type I or Type II Home Business.

Home Business Application:

Date _____

Name _____ Address _____

Phone _____ Fax _____ email _____

Describe your home business _____

Describe any Sales _____

Describe hours and days of operation _____

Describe Clients/customers _____

Describe Deliveries/Pickups _____

Describe any employees _____

Check agreement:

- I will not have a sign
- I will do all business, including storage, inside my home or garage, in 50% or less of the floor area
- I will not create noise, dust, smoke, heat, odor, vibration, or electrical interference
- I have arranged and paid for an inspection of the business area
- I will register every other year (every year for medical marihuana) with the zoning administrator, or my permit will expire

Applicant Signature _____ Date _____

Office use only

- ____ Parking determination
- ____ Housing inspection
- ____ Floor area calculation/review

Permit # _____

Conditions _____

Approved - Type I Home Business

Zoning Administrator Date

Refer to ZBA for Type II Home Business

Zoning Administrator Date

Denied – Does not meet the conditions as a home occupation or home business.

Zoning Administrator Date