

**FEE \$50.00**

**CITY OF PARIS, TENNESSEE  
HOME OCCUPATION PERMIT APPLICATION**

**I. GENERAL INFORMATION (Please Type or Print)**

For Office Use: Map No. \_\_\_\_\_ Group \_\_\_\_\_ Parcel No. \_\_\_\_\_ Zoning \_\_\_\_\_

*NAME OF PROPOSED BUSINESS* \_\_\_\_\_

*APPLICANT NAME* \_\_\_\_\_

*BUSINESS PHONE* \_\_\_\_\_ *HOME PHONE* \_\_\_\_\_

*LOCATION OF HOME OCCUPATION* \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

*PROPERTY OWNER NAME (If Different from Applicant)* \_\_\_\_\_

*PROPERTY OWNER ADDRESS* \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**II. PROJECT/BUSINESS DESCRIPTION**

Briefly describe your proposed business and the business activity at the residence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Square footage of residence: \_\_\_\_\_ Square footage used for Business: \_\_\_\_\_

Zoning Ordinance Chapter 11, Section 811, Home Occupations requires that you comply with the Standards for Home Occupations as listed below. Please check as you determine qualifications:

- For a home occupation which relies on customers coming to the home, business can only be conducted by the resident.
- For a home occupation conducted by electronic means and customers do not come to the home, the home occupation may have up to two (2) employees who are non-residents.
- The use shall be incidental to the residential use of the dwelling.
- The use shall be conducted entirely within a portion of the main building and does not exceed 15 percent (15%) of the building's square footage.
- No home occupation shall be conducted outdoors or in any carport attached to the residence.
- The address of the home occupation shall not be advertised in any media.
- There shall be no exterior indication of the home occupation.
- No garage, carport, shed or any other accessory use or building shall be used for the home occupation.
- Additional parking generated by the home occupation shall take place on-site.
- There shall be no more than one additional vehicle at a time associated with the home occupation.
- Commercial vehicles shall not be allowed for delivery of materials.
- The use shall not generate noise, odor, dust, fumes, vibration, smoke, electrical interference, or any other interference with residential uses of adjacent property.
- Public utility costs incurred in the operation of the home occupation shall not exceed what is normal for residential use.
- Only one sign shall be allowed. It shall not exceed one square foot in area nor be illuminated.

**Applicant's Signature:** I declare under penalty of perjury that all of the submitted information is true and correct to the best of my knowledge and belief. I have read and agree to abide by the regulations and conditions of approval listed on this application. I understand that my misrepresentations of submitted data may invalidate any approval of this application. If the home occupation is not operated in compliance with these regulations, the permit may be revoked by the City of Paris Zoning Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For CITY OF PARIS Office Use:*

HOP No: \_\_\_\_\_ HOP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Rec'd: \_\_\_\_\_ Receipt No. \_\_\_\_\_

### III. CONDITIONS FOR APPROVAL - CITY OF PARIS HOME OCCUPATION PERMIT

#### STANDARDS FOR HOME OCCUPATION:

##### General

- That the public interest has been adequately protected.
- That no change in the character of the surrounding neighborhood will occur as a result of the home occupation.
- That no excessive noise, increased traffic and parking, and odor or hazard will result from the home occupation.
- That the proposed home occupation will not place a strain or burden on existing public facilities and services, particularly sewer and water service, street improvements, fire and police protection, and solid waste collection
- That the proposed home occupation cannot be located in a more appropriate zoning district as a use permitted by right thereby ensuring protection to similar uses located in other appropriate districts

##### Performance

- Any home occupation that relies on customers coming to the home occupation premises shall be conducted solely by the resident occupants of the premises. For a home occupation that is conducted by telephone, computer, internet, or other electronic means that does not have customers who come to the home occupation premises, the home occupation may have up to two (2) employees who are not resident occupants of the premises so long as the other provisions of this chapter are complied with
- The applicant must clearly demonstrate to the City of Paris that the home occupation is incidental and subordinate to its use for residential purposes. To insure the incidental and subordinate character, the home occupation shall be limited to fifteen (15) percent of the total area of the first floor of the residence. No home occupation shall be conducted outdoors, or in any carport attached to the residence.
- Advertisement for the home occupation that is placed in any media (newspaper, magazine, telephone directory, radio, television, online, etc.) may not contain the address or indicate the location of the home occupation.
- In no way shall the appearance of the structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character, either by the use of colors, materials, construction, lighting, signs or the emission of sounds, noises, or vibrations.
- No garage, carport, shed, or any other building or space outside or not attached to the principal building shall be used for home occupation purposes.
- The additional parking generated by the home occupation shall take place on the site and the use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises. Instruction of students shall be limited to not more than three persons at a time and not more than fifteen (15) students in a 24-hour period.
- Home occupation shall not generate traffic, parking, noise, vibrations, glare, fumes, odors, or electrical interference beyond what normally occurs in the applicable zoning district
- The public utility costs (water, sewer, electricity, solid waste collection, etc.) incurred in the operation of the home occupation shall not exceed what is normal to the use of the property for residential purposes.
- Only one sign shall be allowed. It may indicate the name of the occupant and/or the name of the home occupation. It shall not exceed one square foot in area, shall be non-illuminated and attached flat to the main structure or visible through a window.

##### Business License and Certificate of Occupancy

- If the permit is approved the applicant shall secure a license to operate the home occupation from the Office of the City Finance Director.
- Prior to issuance of a Certificate of Occupancy, the City will insure that the proper city business license has been issued for the home occupation and that all requirements of the Charter and Ordinances of the City of Paris are complied with prior to the start of actual operations.
- The city business license and certificate of occupancy shall be renewed annually to insure compliance with applicable municipal codes as well as laws of the State of Tennessee
- **The home occupation permit shall be valid for one year, is non-transferable, and shall be renewed annually in conjunction with the renewal of the city business license.**

##### Revocation

A home occupation permit shall be revoked when it is determined that the conditions of its issuance are not being met. The permit holder shall be notified in writing that the conditions of its issuance are not being met with the specific infractions noted. The permit holder shall be given ten (10) calendar days from the postmark of written notification of non-compliance to contact the city to resolve the issue of non-compliance. Should the non-compliance not be resolved, the city manager shall notify the permit holder that the Home Occupation Permit has been revoked and all business activities associated with the Home Occupation shall terminate immediately upon receipt of the notice.

An application for a home occupation permit that is denied or revoked may be appealed to the Board of Zoning Appeals as set forth in **Chapter 11, Section 811 Appeals.**