



# HOMEBASED BUSINESS CHECKLIST

Rev: 1 | Revision Date: 3/15/2024 | Print Date: 3/15/2024 I.D. Number: BF-1

## Required/Possible Applications:

- Business Tax (required)
- [Building Permit](#) (possible)
- [Plumbing Permit](#) (possible)
- [Electrical Permit](#) (possible)

## Business Tax Review Stops:

- Business Tax
- Zoning
- Structural (possible)

## Minimum Document Submittal

- Provide the number of onsite and remote employees, a maximum of two(2) onsite employees may live outside of the residence but all other onsite employees and the business owner must reside within the residence and show proof of residency, a driver's license or a warranty deed can be used.
- Provide a narrative explaining day to day operations, number of employees working onsite, if customers will be coming to the residence, etc.
- A Signed & Sealed Survey, a copy of a valid, signed, & sealed survey can be submitted along with an owner/tenant completed Zoning Affidavit.
- A Site Plan, the survey can be used as the site plan, draw all required information on the survey.
- The Site Plan must show the location and compliance with parking requirements.
- A Floor plan, with area calculations, depicting the living area and the business area, the living area must be greater than 50 percent of the total space.

**\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**