



CITY OF FRANKFORT
PLANNING & COMMUNITY DEVELOPMENT
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HOME OFFICE QUESTIONNAIRE

This questionnaire must be completed by Business License applicants when the proposed business will be located in their home. The Planning & Building Codes Department will review this information to determine if the business can be approved administratively as a "Home Office" or if approval of the business as a "Major Home Occupation" is required by the Board of Zoning Adjustments.

1. Name of Applicant/Business _____
2. Location of Business _____
3. What type of work will take place at this location? _____
4. Will you have any employees working in your home who do not reside there? _____
5. Total number of employees (including yourself) _____
6. Estimated square footage of office area for your business use _____
7. Estimated square footage of your home _____
8. Is the home **one-story** or **two-story** (Circle answer, basements are counted as a story).
9. What type of equipment will be used in conjunction with the business at this location?

10. Will there be any storage of materials, supplies, or goods at this address? Yes No
If so, please list them: _____
12. Will there be any customers coming to your home? Yes No
13. Please briefly explain the process of how your business will be conducted : _____

I have read the attached section 19.07, Home Occupations, of the Frankfort Zoning Ordinance. I have understand the limitations contained within the regulation and that violation of any part of Section 19.07 constitutes as criminal offense punishable by up to \$500 for each violation.

Signature _____ Print Name: _____

Mailing Address _____

Phone number (daytime) _____

Planning Department Use Only:	Zone: _____
Reviewed by: _____	Date: _____
Conditions: _____	
Approved : <input type="checkbox"/> _____	Disapproved: <input type="checkbox"/> _____

19.07 Home Occupations

19.071 Purpose and Location. Regulations governing home occupations are intended to protect residential districts from commercial encroachment, maintain the character of the neighborhood, and prevent an undue increase in traffic or parking problems on local streets, but at the same time, provide a means for individuals to operate businesses customarily conducted from private homes. Such permits may be granted in any zoning district where residences are permitted.

19.072 Classification. Home occupations will be categorized into two different types: Home Offices and Major Home Occupations. Home Offices shall be permitted provided that the applicant meets all criteria set forth in Section 19.07. Major Home Occupations shall require a Conditional Use Permit by the Board of Zoning Adjustments prior to the issuance of a business license.

A. Home Office: A home occupation in which no persons other than members of the family residing on the premises are engaged in the work. Home Offices shall have no visible exterior evidence of the conduct of the occupation, shall not create the need for off-street parking beyond normal dwelling needs, will not generate additional traffic, and no equipment, other than portable business machines (i.e. typewriter, calculator, etc.) is used, other than that normally used in household, domestic, or general use.

B. Major Home Occupation. A home occupation in which no persons other than residents of the home are engaged in the occupation. This home occupation shall have no visible exterior evidence of the conduct of the occupation, shall not have more than one non-illuminated sign not exceeding two (2) square feet in area, and shall accommodate both the dwelling and home occupation parking needs off-street. The home occupation shall require approval by the Board of Zoning Adjustments before a business license is issued. Major Home Occupations will be limited to businesses of a personal service nature and the creating of arts and crafts.

19.73 Permit. A Conditional Use Permit shall not be required for the conduct of a Home Office, however, a Conditional Use Permit shall be required for Major Home Occupations prior to the issuance of a business license. No business license for either a major home occupation or a home office shall be issued unless either a Conditional Use Permit issued by the Board of Zoning Adjustments for Major Home Occupations or the applicant has shown that all conditions listed under Section 19.07 shall be met in cases of Home Offices.

19.074 Permit Not Transferable. A special permit for a home occupation is not transferrable. A new permit must be applied for whenever there is a change in the occupation, occupant, or address.

19.075 Limitation on Type of Home Occupation. A home occupation shall be limited to an office, a business of a personal service nature, or the creating or creation and sale of arts and crafts.

- 19.076 Use Confined to Residents of Dwelling. Such use shall be confined to the residents of the dwelling unit and shall not exceed two persons engaged therein.
- 19.077 Limitation on Area. Not more than ten percent (10%) of the total ground floor area of the dwelling unit for single-story dwelling units and not more than twenty-percent (20%) of the total floor area in dwelling units with two or more stories shall be used in connection with any home occupation. A basement shall be counted as a story for calculation purposes.
- 19.078 Location. Home occupations shall be confined to the main building or attached garage.
- 19.079 Parking. Parking facilities required by this ordinance have been provided and shall not alter the residential character of the lot.
- 19.710 Alteration of Structure. No residential structure shall be altered or added to in such a manner that the alteration would not be part of the residence were no home occupation in use. No building permit may be issued solely for a nonresidential addition to a residential structure.
- 19.711 No Product or Processing. Except for the creation and production of arts and crafts, there shall be no goods, samples, materials, or objects sold, stored, displayed, manufactured, or processed on the premises in connection with the operation of any home occupation, however, this article shall not prohibit dressmaking or tailoring wherein goods are not manufactured or processed as stock for sale or distribution, nor shall it prohibit the production and incidental sale of arts and crafts which have been created by the occupant of the premises.
- 19.712 Kennels. Those uses which entail commercial boarding, training, or raising of dogs, cats, birds, or other animals shall be prohibited.
- 19.713 Auto Repair. Body and fender work, repairing, wrecking, or hauling of motor vehicles is prohibited.