



City of Roseville
29777 Gratiot
Roseville, MI 48066

HOME OCCUPATION PERMIT APPLICATION & REGULATIONS

Pursuant to the requirements of the Zoning Ordinance of the City of Roseville, Article 4, Section 402-14, the Building Department may issue permits for Home Occupation provided they meet the criteria of the Ordinance (as listed on the reverse).

Name of Business: _____

Name of Applicant: _____

Street Address: _____

DESCRIBE EXACT NATURE OF PROPOSED BUSINESS:

Please complete all information:

1. Permanent parcel number of property _____

2. Ground floor area of house _____

3. Area of house to be used for Home Occupation _____

4. Equipment used in operation _____

5. Is anything sold from the premises? If so, describe: _____

6. Number of parking spaces on property _____

7. Number of employees and relationship to applicant _____

8. Zoning classification of property _____

****Please attach sketch showing layout of premises and area to be used for Home Occupation.**

I hereby depose and say that all of the above statements and the statements contained in the papers submitted herewith are true and correct. I have read and understand the attached regulations for a home occupation permit.

Signature of Applicant

Phone Number: _____

Office Use Only:

Approved _____ Not Approved _____

Building Officials Signature _____ Date: _____

HOME OCCUPATION CHECKLIST

Home Occupations, may be permitted provided they shall:

- a. Be conducted wholly and entirely within the principal dwelling,
- b. Be located either in the basement or on the ground floor of the principal dwelling and shall occupy not more than twenty-five (25) percent of the ground floor area of the principal dwelling.
- c. Be conducted only by the inhabitants thereof as defined in Article 2 of this Ordinance, there being no other employees or assistants employed in connection with a home occupation.
- d. Not involve the keeping of a stock in trade and no article shall be sold or offered for sale except such as may be produced or provided by the inhabitants thereof. All products produced on the premises shall be sold off premises.
- e. Have no equipment or machinery used in connection with a home occupation which is industrial in nature.
- f. Not change the character of the residential appearance and orientation of the dwelling as a residential use.
- g. Not require internal or external alterations or construction other than that which may be required to meet local or State safety or construction code standards, as authorized by the City.
- h. Not be carried on to an extent that will require parking in excess of that required for a residential building by this Ordinance.
- i. Have no signs, advertising devices or other manifestation located on the exterior of the dwelling structure or within any yard area which suggests or implies the existence of a home occupation.
- j. Not include clinics, hospitals, barber or beauty shops, tea rooms, tourist homes, kennels, dog grooming, millinery shops or any other use similar to the above use or which does not meet the above requirements.
- k. Be approved by the Building Department when it is determined that the above conditions are met. The Building Department may then issue a special use permit. Once established, no home occupation shall deviate from the above required condition. Upon filing of a complaint by a neighbor or by the City, no home occupation shall be continued when the same shall be found objectionable or in violation of the above conditions by the Zoning Board of Appeals due to noise, electrical interference, dust, smoke odor, vibration, traffic congestion, reduction of on-street parking, area reduction in the living environment of the dwelling, or the neighborhood, or other causes for which a reasonable complaint is brought.

IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE REGULATIONS PLEASE CONTACT THE BUILDING DEPARTMENT AT 586-445-5450.