

## **HOME OCCUPATION PERMIT PROCEDURES**

1. A resident may need to obtain a Home Occupation Permit for certain domestic activities carried on by members of a family residing on the premises. Please see attached Section 26-142 & 26-187 of the Crestwood Municipal Zoning Code.
2. A non-refundable fee in the amount of \$25.00 shall be due and payable to the City of Crestwood when the application for the Home Occupation Permit is submitted to the Department of Public Works.
3. The application will be reviewed and an inspection of the premises may be made by the Code Enforcement Officer to ensure the proposed home occupation complies with the Zoning Ordinance regulations. The Director of Public Services will review and approve the application before a Home Occupation Permit is issued.
4. After obtaining a Home Occupation Permit applicants must contact the City Clerk's office at the Crestwood Government Center to obtain a Crestwood Business License.
5. Home Occupation Permits are not transferrable and terminate upon the sale or transfer of the property to a new owner.
6. Should you have any questions, please contact the Department of Public Works at 314-729-4720.

## CITY OF CRESTWOOD HOME OCCUPATION

Section 26-142 of the Crestwood Municipal Code defines "*Home Occupation*" as: A domestic activity carried on by members of a family residing on the premises, but excluding beauty shops, barber shops, music schools, convalescent or nursing homes, tourist homes, massage or other establishments offering services to the general public (except as provided herein), and providing that there are no signs nor any display that will indicate from the exterior of the building that it is being utilized, in whole or in part, for any purpose other than that of a dwelling; providing, also, that there is no stock in trade or commodity sold upon the premises, no person is employed other than a member of the family residing on the premises, and no mechanical equipment is used except such as is customary for purely domestic or household purposes. The care and supervision of not more than four (4) children other than those residing on the premises shall be considered a permitted home occupation. An existing home occupation child care provider can exceed the four child limit, to a maximum of 6, only where the additional children are siblings of one or more of the children then being kept. Any State requirement applicable to the number of children being kept shall be complied with. If State requirements conflict with the limitations of this ordinance, the expansion or modification will not be allowed.

Section 26-187 of the Crestwood Municipal Code sets forth the following regulations regarding Home Occupation within the City of Crestwood:

- A. Restrictions and Limitations: Home occupations shall be permitted as an accessory use to a residential use in any district subject to the requirements of this section.
1. Home occupations shall be operated entirely from the primary residential structure and shall not occupy more than fifteen percent (15%) of the total floor area of the main residential building, with the use of the dwelling for a home occupation being clearly incidental and subordinate to its use for residential purposes by its occupants. No home occupation is to be conducted in a garage or other accessory structure and no commodities can be stored on the premise.
  2. No alteration of the exterior of the principal residential building shall be made which changes the character thereof as a residence, or presents other visible evidence of conduct of the home occupation.
  3. No outdoor storage of materials or equipment used in the home occupation shall be permitted.
  4. No person shall be engaged in such home occupation other than a person occupying such dwelling unit as his residence.
  5. No equipment shall be utilized that creates a nuisance due to odor, vibration, noise, electrical interference or fluctuation in line voltage beyond the property line of the lot upon which the home occupation is conducted.
  6. No generation of parking beyond that required for normal occupation of the residence. Any vehicle used in the home occupation which has advertising thereon cannot be parked on the street.
- B. Permit Required: No home occupation shall be conducted until a home occupation permit shall be issued by the Director of Public Works. Such permit shall be issued upon determination by the Director that the proposed use complies with all of the requirements hereunder and that the appropriate business license has been issued by the City. The permit shall be issued only to the individual occupying a dwelling as his residence. As such, home occupation permits shall not be transferable and shall terminate upon sale or transfer of the property to a new owner.



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Home Occupation Permit Application

Application Fee \$25.00 (Cash or check due at time of application-non-refundable) Application Date: \_\_\_\_\_

WORK SITE ADDRESS: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Web Site: \_\_\_\_\_ Email: \_\_\_\_\_

Are you Renting this Property? Yes \_\_\_\_\_ No \_\_\_\_\_

Property Owner/Resident Name and Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Description of proposed home business occupation: \_\_\_\_\_

Please Note: All Home Occupations are required to submit for a Crestwood Business License.

By signing below, the applicant acknowledges that they have been provided a copy of Zoning Code Section 26-142 DEFINITIONS: HOME OCCUPATIONS and Section 26-187 HOME OCCUPATIONS REGULATIONS and has reviewed them, and that the proposed Home Occupation does comply with all regulations.

Signature of Property Owner/Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE ONLY

Permit #: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Title: \_\_\_\_\_

Notes: \_\_\_\_\_

Payment Section
Date Paid: \_\_\_\_\_ Payment Amount: \_\_\_\_\_
Payment Method: Cash: \_\_\_\_\_ Check \_\_\_\_\_
Payment Received by: \_\_\_\_\_
Applied for Crestwood Business License? Yes \_\_\_ No \_\_\_
Date Applied: \_\_\_\_\_ Date Approved: \_\_\_\_\_