



City of Windsor Heights

www.windsorheights.org

1145 66th Street, Suite 1 • Windsor Heights, Iowa 50324 • 515-279-3662 • Fax 515-279-

HOME OCCUPATION REGISTRATION

Date of Submission: _____ Fee Amount: \$50.00

NAME: _____ ADDRESS: _____

NAME OF BUSINESS (if applicable): _____

EMAIL ADDRESS: _____ BUSINESS PHONE: _____

DESCRIPTION OF HOME OCCUPATION: _____

1. Will the business be conducted entirely within the home, approved accessory building or structure?

☐ Yes ☐ No ☐ Other _____

2. Will there be storage of goods, materials, equipment, trailers or products outdoors?

☐ Yes ☐ No ☐ Other _____

3. Will there be more than one non-occupant employee conducting work on the premises?

☐ Yes ☐ No ☐ Other _____

4. Is employee parking provided on-site?

☐ Yes ☐ No ☐ Other _____

5. Please list your hours of business: _____

6. How many clients do you expect per hour? _____

7. Do you receive deliveries or goods or materials?

☐ Yes ☐ No ☐ Other _____

8. If so, what carriers will be used? _____

I hereby certify that the above information is correct and agree to comply with all City Ordinances and State laws as it pertains to my business. By signing this application, I agree that I have reviewed the criteria for a home occupation and that my home occupation does qualify under those conditions. I further agree to obtain all City, County, State and Federal permits, approvals and/or clearances. I understand that should I fail to comply with the agreed-upon conditions, my home occupation permit may be immediately revoked and that all other applicable penalties, including criminal prosecution, may be pursued. In addition to the above, I understand that if my home occupation will be conducted in a rented residence, I am required to provide a letter signed by the owner stating approval of the proposed business.

Signature _____

Date _____

Zoning Administrator _____

Date _____

cc: Police and Fire Department

171.08 ACCESSORY USES.

1. Home-Based Businesses; Home Occupations. Each home-based business shall register with the City, on a form established by the Zoning Administrator. Home-based businesses and home occupations are permitted as an accessory use in residential units subject to the following conditions:

A. External Effects.

- (1) There shall be no change in the exterior appearance of the building or premises housing the home occupation other than signage permitted within this section.
- (2) (2) No noise, odors, bright lights, electronic interference, storage, or other external effects attributable to the home occupation shall be noticeable from any adjacent property or public right-of-way.
- (3) (3) The home occupation shall be carried on entirely within the principal residential structure and/or within a detached accessory building approved by the Board of Adjustment in accordance with these zoning regulations. All “external effects” criteria in subparagraphs (1), (2), (4), (5), and (6) of this paragraph A are applicable for the detached accessory building. Signage is not allowed upon the detached accessory building.
- (4) (4) Mechanical or electrical equipment supporting the home occupation shall be limited to that which is self-contained within the structure and normally used for office, domestic or household purposes.
- (5) (5) No outdoor storage of materials or equipment used in the home occupation shall be permitted, other than motor vehicles used by the owner to conduct the occupation. Parking or storage of heavy commercial vehicles to conduct the home occupation is prohibited.
- (6) (6) No home occupation shall discharge into any sewer, drainage way, or the ground any material which is radioactive, poisonous, detrimental to normal sewer plant operation, or corrosive to sewer pipes and installations.

B. Employees. The home occupation shall employ no more than one full time or part time employee on site other than the residents of the dwelling unit, provided that one off-street parking space is made available and used by that nonresident employee.

C. Extent of Use. For all residential zoning districts, a maximum of 30% of the floor area of the dwelling may be devoted or used for a home based business/home occupation, inclusive of any attached garage or detached accessory buildings used for the home occupation.

D. Signage. Signage designating the home occupation shall be consistent with regulations for zoning districts set forth in Chapter 175 of this Zoning Code.

E. Traffic Generation. (1) Home-based businesses may generate no more than 10 vehicle trips per day. (2) Delivery or service by commercial vehicles or trucks over ten tons gross empty weight is prohibited for any home-based business located on a local street.

F. Prohibited Home-Based Businesses or Home Occupations. (1) Beauty and Barber Shops. Barber and beauty shops are allowed only as a conditional use as home occupations in the AG, R-2, R-3, and R-4 zoning districts. (2) Welding, vehicle body repair, and rebuilding or dismantling of vehicles are not permitted as home-based businesses.