



HOME OCCUPATION PERMIT APPLICATION

PLANNING DIVISION

Revised 08/2022

APPLICANT/BUSINESS INFORMATION

Street Address: _____ Zip Code: _____

Name: _____ Phone: (_____) _____

Business Name: _____ Email: _____

Briefly describe the business operations at site:

What type of equipment and/or materials will be used?

Approximately how many square feet of your home will be used? _____
 (Max. 400 square feet or twenty-five percent (25%) of total residence, (whichever is less))

Do you have any vehicles used exclusively for your business? Yes No
 (No more than 1 business related vehicle may be brought to your property, this includes curbside parking)

Will clients associated with the business be visiting the home? Yes No

Have you read the requirements of the HOP (second page)? Yes No

CERTIFICATION

I am the legal property owner of the residence being utilized for this home occupation. I hereby grant the applicant permission to use my property for the home occupation described in this application and I am fully aware that I may be held liable for any Norwalk Municipal Code violations that may result from the use of my property for a home occupation. In addition, I grant the City of Norwalk permission to inspect my property for the purpose of determining any municipal code violations that may result from this home occupation.

Property Owner's Name _____ Property Owner's Signature _____ Date _____

I certify that the information provided above is true and correct and that any false statements may result in the denial or future revocation of my Home Occupation Permit. I further declare that I have read (and understood) both the standard conditions of approval for my Home Occupation Permit as well as Section 17.02.150 (i) of the Norwalk Municipal Code. Moreover, I agree to abide by all such conditions of approval and municipal code requirements at all times. I further understand that any violation to the Home Occupation Permit conditions of approval and/or to the Norwalk Municipal Code shall constitute grounds for the revocation of my Home Occupation Permit by the City of Norwalk.

Applicant's Signature _____ Date _____

<p>CITY STAFF USE ONLY All of the required "findings" contained within Section 17.02.150 (d) (Home Occupations) of the Norwalk Municipal Code can be made with respect to the above described Home Occupation as of the date of this approval.</p>			
<p>Special Requirements (if necessary): _____</p>			
<p>_____ Planner Initials: _____</p>	<p>_____ Date filed: _____</p>	<p>HOP No. _____</p>	

PURPOSE

“Home occupation” means any activity producing income, or intended to produce income, conducted or managed in a residential dwelling. The purpose of Section 17.02.150 (d) (Home Occupations) of the Norwalk Municipal Code (NMC) is to establish criteria for the approval of home occupations in the City of Norwalk so that the integrity of the residential zone is preserved, and that the public health, safety and general welfare are protected from any adverse impact.

STANDARD REQUIREMENTS & CONDITIONS OF APPROVAL

1. Such occupation shall be carried on only by the occupants of the dwelling unit and wholly within the dwelling unit or an accessory structure.
2. Not more than four hundred (400) square feet or twenty-five (25) percent of the total area of the dwelling unit and accessory structures, whichever is less, may be used for a home occupation. No portion of any required off-street parking area shall be used for the home occupation.
3. Inventory and supplies for such home occupation shall occupy not more than fifty (50) percent of the permitted area and shall be stored entirely within an enclosure or building.
4. No goods or any other material related to the home occupation shall be purchased or acquired on the premises, except a transaction may occur by telephone, facsimile, computer modem, or other similar means not requiring personal contact.
5. No clients, employees, or other persons associated with the business, other than occupants of the dwelling, are allowed on the premises, unless all of the following conditions apply:
 1. The home occupation is an educational activity, including, but not limited to, music lessons or academic tutoring; and
 2. Not more than three persons associated with the business are permitted on the property per each day.
6. No advertising signs or displays are permitted.
7. No activities shall be conducted which emit dust, fumes, vibrations, noise, radio/electrical interference, light, glare, or odor, which would or could interfere with the peaceful use and enjoyment of adjacent properties.
8. No equipment requiring specialized electrical installation, or requiring over two hundred twenty (220) volts of power to operate are allowed.
9. No noise shall be generated in violation of Chapter 9.04, Article III of the Norwalk Municipal Code.
10. Delivery of goods or any materials related to the home occupation may not occur more than three times per each week. This requirement shall not be construed to include letter correspondence. The purpose and intent of this requirement is to limit the number of deliveries of packages and equipment, which will result in a substantial increase in the number of truck deliveries.
11. No listing or advertising of the address of such home occupation for business purposes is permitted except in normal listing, not including display ads in telephone, business and City directories and in newspapers and magazines. The telephone number and address may be listed on business cards.
12. No portion of the business, including, but not limited to, equipment, activities, and materials, shall be visible from a public or private street or right-of-way.
13. Activities conducted, and equipment and material stored or used, shall not change the fire safety or occupancy classifications of the premises.
14. No work space, material or equipment related to this home occupation may be located/stored inside of any on-site garage.
15. This home occupation may not adversely impact the health, safety or welfare of the surrounding property owners. Likewise, the applicant's business may not adversely impact the comfort and enjoyment of the surrounding property owners at any time.
16. This Home Occupation Permit is not transferable to any other person or property.
17. The applicant agrees that any violation to these conditions of approval or to the NMC shall constitute grounds for the immediate revocation of this Home Occupation Permit.