

# City of Hurstbourne

200 Whittington Pky. Suite 100, Louisville, Kentucky 40222  
502-426-4808 Fax 502-426-4889

NUMBER: \_\_\_\_\_ (To be assigned by City Office after Approval)

## Home Occupation License Application

**PLEASE PRINT**

|  |
|--|
| Name: _____ Date: _____  |
| Phone: _____   |
| Address: _____   |
| Name of Individual in Control of Premises: _____   |
| Individual named on the line above as "in control of premises" is: <b>PLEASE CIRCLE ONE:</b><br>Owner      Renter      Employee      Family Member      Other: _____ |
| Phone: _____   |
| Address: _____   |
| Home Occupation Address: _____ Phone: _____  |
| Owner of the Above Address: _____ Phone: _____   |

Home Occupation Name: \_\_\_\_\_  
Date Home Occupation Business started or will start: \_\_\_\_\_  
Description or nature of Business: \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_ Days of the week business will operate: \_\_\_\_\_  
In what room or area of the home will the business be conducted? \_\_\_\_\_  
What percent of the total area of the home will the business occupy? \_\_\_\_\_  
Describe Special tools, equipment, materials, chemicals, etc. required  
for the business: \_\_\_\_\_  
What products will be produced? \_\_\_\_\_  
What commercial deliveries or pick-ups will your business require? \_\_\_\_\_  
What commercial pick-ups on-site will be required? \_\_\_\_\_  
Does your business require you to own a commercial vehicle? \_\_\_\_\_  
Number of resident employees \_\_\_\_\_ Number of non-resident employees \_\_\_\_\_  
Will customers be coming to your home? \_\_\_\_\_ By appointment? \_\_\_\_\_  
Does your business require a license from any government, trade group, etc.? \_\_\_\_\_  
(If yes) Name of Agency \_\_\_\_\_ License Title \_\_\_\_\_  
Will your business generate additional garbage? \_\_\_\_\_

**Summary of City of Hurstbourne Home Occupation Ordinance (Chapter 117)**

“Home Occupation” shall be defined as a regular accessory use of a dwelling unit for gainful employment involving the provision or sales of goods and/or services, conducted entirely within the dwelling unit, carried on by a resident who lives in the dwelling. The use must clearly be incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof or adversely affect the uses permitted in the residential district in which it is a part. In general, a home occupation is an accessory use so located and conducted that the average neighbor would not be aware of its existence. This includes no advertising or any other display which will indicate from the exterior that the building is being used for any purpose other than that of a dwelling, there shall be no retail sales on the premises, no more than 10% of the floor area (basement and second floor included, not including the garage or yard) is used, and no mechanical equipment is used except such as is permissible for purely domestic purposes. Employees working or meeting at the home occupation site shall be limited to persons who reside in the dwelling unit except that two nonresident employees shall be permitted to be at the site at any one time. There shall be no change to the exterior appearance of the dwelling unit where a home occupation is or will be operating, and there shall be no evidence of a home occupation from the public-right-of-way and adjacent properties. No more than two customers (non-resident, clients, pupils, children, and/or babies) shall be permitted on the site at any one time No signage associated with a home occupation shall be permitted. This includes, but is not limited to, the placement of a business sign on or near the site. All parking needed to accommodate all employees and customers shall be confined to the dwelling driveway only. All activities associated with a home occupation are prohibited from occurring outside of the residence and its accessory structure. A Home Occupation License shall be required prior to the establishment of any home occupation.

“I swear or affirm that I have read and understand the Summary of City of Hurstbourne Home Occupation Ordinance (Chapter 117). I fully intend to abide by such Ordinance and will make all other persons affiliated with this business fully aware of its restrictions and limitations.”

\_\_\_\_\_  
Signature of Individual filling out this form

**Include \$100 Initial Fee**

\_\_\_\_\_  
Authorized City of Hurstbourne Official

Date \_\_\_\_\_