



CITY OF RICHMOND

Department of Codes, Planning, Safety & Risk Management

239 West Main Street, Richmond, KY 40475

Telephone: (859) 625-6404 Fax: (859) 625-6401

www.buildrichmondky.com

Internal Use Only:
 Finance Code: Permit
Fee: \$50.00
 Approval: _____

Home Occupation Permit Application

Residential Business Site Information

Residential Business Address:	
Complete Description of Business:	
Applicant Name:	Phone Number:
Applicant Email Address:	Residence Square Footage:
Number of Employees (excluding owner):	Will there be any onsite customer traffic: Yes <input type="checkbox"/> No <input type="checkbox"/>
Business Conducted in: Principal Dwelling <input type="checkbox"/> Attached Garage <input type="checkbox"/>	Child Care Services Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes was answered for child care, please provide the number of children to be present, including those in relation: _____ <i>In-home child care services are regulated by KRS 199.8982. If a license is required, a copy will need to be submitted for permit approval</i>	
Property Owner (if different from applicant):	Phone Number:
Property Owner Mailing Address:	

By signing the Home Occupation Permit, I, as the applicant attest that the information provided herein is true and correct to the best of my knowledge. I also certify with full knowledge and consent to abide by the City of Richmond's Land Use and Development Code as provided in this application with the full knowledge that any discrepancy will result in revoking of this permit.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

**Property owner signature required if different from applicant*

OFFICIAL USE ONLY:	
Zone: _____	Permitted Use: <input type="checkbox"/> Y <input type="checkbox"/> N
No. Parking Spaces Provided: _____	No. Parking Spaces Required: _____
Existing Nonconforming: <input type="checkbox"/> Y <input type="checkbox"/> N	Board of Adjustment Approval Needed: <input type="checkbox"/> Y <input type="checkbox"/> N
Additional Comments: _____	
Approved for Home Occupation Permit: _____	Date: _____

City of Richmond Home Occupation Regulation Acknowledgment

Please complete this application and submit with your business license application if your business activity will be conducted out of your residence. Please read and acknowledge the Home Occupation regulations set forth by the City of Richmond Land Use and Development Code:

Excerpt from City of Richmond Land Use and Development Code, Section 409:

409 SUPPLEMENTARY USE REGULATIONS

- A. Home Occupations shall be permitted as an accessory use in all residential land use districts in Richmond, provided they comply with all of the following:
1. A home occupation permit shall be obtained from the Administrative Official who shall inspect the site where the home occupation is to be located to ensure compliance with this section of the ordinance. If the terms of this section are being violated, the Home Occupation Permit may be revoked.
 2. Allowable uses include but are not limited to professional offices, workshops, studios, and personal services. Neither, retail sales or processing (manufacturing) of any product shall be allowed.
 3. The use shall be conducted entirely within the principal dwelling or attached garage. In agricultural districts, the use may be conducted in an accessory structure.
 4. The use shall not occupy more than 25% of the gross floor area of the structure.
 5. There shall be no evidence of the use visible from the exterior of the dwelling. Signs are not permitted for Home Occupation.
 6. There shall be no noise, odors, fumes, dust, or vibrations emitted from the building.
 7. There shall not be more than one employee who is not a family member residing at that location.
 8. Two off-street parking spaces shall be provided for customer and clients in addition to off-street parking for the residents.

PLEASE NOTE: The applicant/permittee is cautioned that there may exist restrictions and/or subdivision regulations applicable to your property which may impact the home occupation in question. This permit *does not* override any such subdivision/home owner's regulations that may apply to the property.

I, the applicant, acknowledge that I have received a copy of the Home Occupation regulations and agree to the best of my knowledge that business information provided is true and correct. _____ (applicant initials)