



For more information please visit [www.millcreek.us](http://www.millcreek.us)

# Home Business Compliance Review Checklist

Date \_\_\_\_\_ Business License # \_\_\_\_\_  
Community Council \_\_\_\_\_ Zone \_\_\_\_\_

Property Address: \_\_\_\_\_

Requested Use: \_\_\_\_\_

Applicant: \_\_\_\_\_

The zoning ordinance for Millcreek allows you to use a portion of your home for a home business. You are required to establish and operate your home business in a manner which will not compromise your use of the home as your own and/or your family's primary residence nor adversely affect the residential character of the neighborhood in which your home is situated. The following questions are intended to aid in determining compliance with the standards set forth in Chapter 19.85 of the Millcreek Zoning Ordinance.

**Note:** Each Family member who participates in the home business is considered an employee for business license purposes.

— Excluding yourself, how many family member employees will there be? \_\_\_\_\_

- Yes    No   1. Is your proposed home business of a type and size of operation that will allow you and your family, as well as other property owners in your neighborhood, to continue to feel that your home is primarily a residence and the home business is secondary to that use?
- Yes    No   2. The ordinance requires that in order to establish a home business, you must reside in the dwelling on a permanent year-round basis. Is the dwelling at which you will be conducting this home business your primary residence?
- 3. Do you intend to have non-resident employee?
- Yes    No   4. If yes, is the street you live on 80 feet or wider?  
 Yes    No   If your home is located on a street which is wider than 80 feet, then, in addition to yourself and members of your immediate family who also reside on a permanent year-round basis at your home, you may have one non-resident employee which works at the residence.
- Yes    No   5. Your business must be conducted on an "appointment only" basis between the hours of 7:00 a.m. and 10:00 p.m. Will all services and sales activities associated with your home business be by appointment only and not designed to attract "off-the-street" customer traffic?

- Yes  No 6. Changes to the outside of your home which would alter its residential appearance are not allowed. Do you plan on doing any remodeling to your home that would change its outward residential appearance?
- Yes  No 7. Interior structural change (for example moving or adding a wall) to accommodate the use of your home for a home business is not allowed. Do you anticipate the need for or plan on making any major interior alterations to your home?
- Yes  No 8. All activities and materials associated with your home business must be kept completely inside the home and/or attached garage. No more than 25% of the total floor area of your home, or five hundred square feet (500 sq. ft.), whichever is less, may be used for the home business. Will your home business exceed these physical space limitations?
- Yes  No 9. The outside storage or display of any supplies, inventory or equipment in any portion of your yard or within a detached garage or other accessory building on your property is not allowed. Will your home business ever require outside storage or display?
- Yes  No 10. Will your home business require any mechanical or electrical apparatus, equipment or tool which will exceed 110 volts other than those commonly associated with residential uses?
- Yes  No 11. Home businesses must be conducted in a manner which will not generate or produce any odors, smoke, dust, heat, fumes, light, glare, sounds, noises, vibrations or other nuisances, including interferences with radio and television reception, or any other adverse affects that may be discernible beyond your property boundaries or that may unreasonably disturb the peace and quiet of the neighborhood in which your property is located. Is there anything about your proposed home business that is likely to create any such problems?
- Yes  No 12. In addition to the 2 parking spaces required for every residence, parking must be provided on your property (either in your driveway or in your garage, but not on your lawn, landscaped areas, or on the street) for the vehicles of customers, clients or business-related visitors to your home business. Each parking space must be no less than 9 feet wide by 18 feet long in size. Does your property now have adequate parking area not only for vehicles owned and operated by the residents of your home but also for all business-related vehicles, including for any employee who may be allowed?
- Yes  No 13. You are allowed a single nameplate sign no larger than three square feet in size to advertise your home business. The sign must be attached directly onto your house. Do you agree to restrict your on-site advertising to the single sign described above?
- Yes  No 14. Vehicles related to the home business which are larger than a passenger car or van or a one-ton pickup may not be brought to, parked on or stored at your residence. Do you agree that vehicles larger than those described above will not be brought to, parked on or stored at your residence?

*Note: Violations of the standards set forth in chapter 19.85 of the Millcreek Zoning Ordinance may result in revocation of your business license as well as civil penalties as allowed under section 19.94.070.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_