



FEE: \$45.00

# SPRINGBORO

## HOME OCCUPATION PERMIT

320 W. Central Ave.  
Springboro, Ohio 45066  
(937) 748-9791 PH  
(937) 748-6860 FX  
build@cityofspringboro.com

A signed copy of the *Guidelines for the Operation of Home Occupations* must be submitted at time of application.

ADDRESS: \_\_\_\_\_

<u>PLEASE PRINT</u>	Name	Address	Phone Number & Email <small>*BOTH REQUIRED TO PROCESS APPLICATION*</small>
Property Owner			
Occupant/Tenant			

Description of Proposed Business: \_\_\_\_\_

\_\_\_\_\_

Percent of floor area used for business: \_\_\_\_\_ Number of family members engaged in business: \_\_\_\_\_

Wall Sign: -YES\* -NO Size: \_\_\_\_\_ (4 sq.ft. max. non-illuminated) \*Sign permit required

Will there be delivery trucks, customers, or additional traffic as a result of this business? -YES† -NO

†Please describe: \_\_\_\_\_

Type of equipment use in business: \_\_\_\_\_

\_\_\_\_\_

I certify that all information provided is true and correct to the best of my knowledge.

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Remarks: \_\_\_\_\_

\_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_



# SPRINGBORO

## Guidelines for the Operation of Home Occupations

320 W. Central Ave.  
Springboro, Ohio 45066  
(937) 748-9791 PH  
(937) 748-6860 FX  
[www.ci.springboro.com](http://www.ci.springboro.com)

1. No person other than family members residing on the premises shall be engaged in the home occupation.
2. The home occupation in the dwelling unit shall be clearly incidental and subordinate to its use as a residence. Not more than twenty-five percent of the floor area of the dwelling unit shall be used for the home occupation.
3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one wall sign mounted flat against the wall of the principle building, non-illuminated, and not exceeding four square feet in area.
4. No home occupation activities shall be conducted within any accessory structure.
5. Vehicular traffic generated by such home occupation shall not be greater in volume than would normally be expected in a residential neighborhood. Any need for parking generated by the conduct of such home occupation shall be off the street and shall not be located within the required front yard.
6. No equipment or process shall be used that creates noise, vibration, glare, fumes, odors, or electrical interference detectable, outside of the property, by normal human senses. In the case of electrical interference, no equipment, or process shall be used which creates visual or audible interference in any radio or television receiver or which causes fluctuations in line voltage outside of the premises.

I have read the above requirements regarding the *Home Occupation Permit* and agree to operate in accordance therewith. I further understand that in the event that any of the above conditions are violated, the *Home Occupation Permit* may be revoked.

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