



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227 Fax: (937) 854-0574

HOME OCCUPATION PERMIT

Date: _____ FEE: \$50

THE PROPERTY: Address: _____ City _____ State _____ Zip _____

PROPERTY OWNER: Name: _____ Phone #: _____

Address: _____ City _____ State _____ Zip _____

THE APPLICANT: Name: _____ Phone #: _____

Address: _____ City _____ State _____ Zip _____

Address: _____

DESCRIPTION: I intend to: _____

OF ACTIVITY:

**EQUIPMENT TO
BE USED:** _____

Is this an application for renewal of an existing permit? Yes No Permit # _____

CERTIFICATIONS: I affirm that the following statements are true and correct.

The activity will be conducted entirely within no more than 25% of the first floor of the dwelling unit.

There will be no employees who do not live at the subject address.

There will be no use of non-domestic or non-hobby equipment or tools.

No sales will be conducted on the premises.

There will be no outdoor storage in conjunction with the occupation.

No separate off-street parking area will be provided or created.

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature _____ Email _____

Permit # _____ Parcel ID: _____ Zoning District: _____

Application is _____ approved _____ not approved. _____ / _____
Planning & Zoning Administrator Date

Payment Method: _____ Receipt #: _____ Date: _____

HOME OCCUPATION PERMIT INSTRUCTIONS

When is a Home Occupation Permit required?

- ❖ Prior to commencing any activity within a Residential District which may be classified as a business, service, occupation, profession, activity or other use and which is not otherwise permitted in a residential zoning district, an application for a Home Occupation Permit shall be submitted to the Zoning Administrator for review and approval.
- ❖ Examples of typical businesses which may be allowed by Home Occupation Permits might include typing or drafting services, computer design services and consulting businesses, provided all work is picked up and delivered to the client by you; businesses such as artisans, home crafters and jewelry making are allowed if the product is sold off-site (i.e. flea market, retail store, etc.). Home Occupations also include those businesses in which only telephone and mail services are used. Delivery of items by truck shall not exceed one delivery per day.
- ❖ It is the intent of the City of Trotwood to regulate home occupations so the average resident of the neighborhood, under normal circumstances, will not be aware of their existence.

What do I have to do to receive a permit?

- ❖ Complete a Home Occupation Permit application, review and affirm the Certifications below and submit to the Zoning Administrator's Office.
- ❖ The information on the application should be in compliance with the requirements of Section 1189.05 of the Zoning Code.

What's the next step?

- ❖ When review of the application is completed you will be notified by telephone that the application has been approved and the permit may be picked up, or if additional information is required. The review period is normally a minimum of two (2) business days.

Additional permits?

- ❖ Review the need for additional permits with the Zoning Administrator.

Questions?

- ❖ If you have any questions a staff member in the Zoning Administrator's Office is available to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m. at 937.854.7227.