

**HOME OCCUPATION PERMIT APPLICATION**

In order to allow a business to operate from a residence, a Home Occupation Permit must be submitted to and be approved by the Boone County Planning Commission. An Occupation License/Payroll Tax Application must be obtained from the Boone County Fiscal Court or the City of Florence.

**RETURN THIS FORM TO:**

Boone County Planning Commission  
Boone County Administration Bldg  
2950 Washington Street, Room 317  
P.O. Box 958  
Burlington, KY 41005  
(859) 334-2196 Phone  
(859) 334-2264 Fax  
[www.boonecountyky.org](http://www.boonecountyky.org)

**WHEN CONDUCTING BUSINESS IN BOONE COUNTY ONLY, CONTACT:**

Boone County Fiscal Court Occupational License Dept.  
P.O. Box 960  
Burlington, KY 41005  
Phone: (859) 334-2144

**WHEN CONDUCTING BUSINESS IN CITY OF FLORENCE (WHICH IS A PART OF BOONE COUNTY) CONTACT:**

City of Florence  
8100 Ewing Blvd.  
Florence, KY 41042  
Phone: (859) 647-5413

**Please read Section 3142 from the Boone County Zoning Regulations as noted below before submitting a Home Occupation Permit Application to the Boone County Planning Commission.**

\*\*\*\*\*\$60.00 Review Fee per Application\*\*\*\*\*

**SECTION 3142**

Home Occupations

Occupations of personal services, professional office or studios which are maintained or conducted solely within a dwelling will be permitted only if they meet all of the following performance standards:

1. The use is clearly incidental to the principal residential use;
2. The use is conducted entirely within a dwelling and not in any accessory buildings;
3. Only members of the household residing on the premises may be the primary owners/operators of such operation, in addition, no more than one (1) person, other than members of the household residing on the premises, shall be engaged in such operations;
4. No commodity shall be sold on the premises in connection with such home occupation;
5. There shall be no change in the exterior appearance of the building or premises, to evidence that such property is used for a non-residential use;
6. No traffic shall be generated by such home occupation in greater volumes than would be expected in the residential neighborhood;
7. No home occupation shall result in exterior evidence of such use being conducted by reason of atmospheric pollution, light flashes, glare, odors, noise, or vibration discernible from abutting properties.
8. No signage or other on premise advertising shall be used in conjunction with a Home Occupation.

Any home occupation conducted under this section shall not be a nuisance to any abutting properties or to the general neighborhood.

**(see other side)**

**HOME OCCUPATION PERMIT APPLICATION**

1. Applicant's Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_
2. What type of business operation will be conducted? \_\_\_\_\_  
\_\_\_\_\_
3. Will any persons, other than members of the family reside on the premises, be engaged in the business operation? (please check answer)  
NO \_\_\_ YES \_\_\_ IF YES, HOW MANY? \_\_\_\_\_
4. Where in the home will the business be conducted? \_\_\_\_\_
5. Will any merchandise or commodities be sold on the premises in connection with the Home Occupation?  
NO \_\_\_ YES \_\_\_ IF YES, DESCRIBE \_\_\_\_\_  
\_\_\_\_\_
6. Will the Home Occupation change the exterior appearance of the building or premises by reason of sight, sound, odors, or vibrations discernible from abutting properties?  
NO \_\_\_ YES \_\_\_ IF YES, DESCRIBE \_\_\_\_\_  
\_\_\_\_\_
7. Briefly describe the business activities and processes necessary to conduct the business (bookkeeping, deliveries, storage, etc.) \_\_\_\_\_  
\_\_\_\_\_
8. Briefly describe the traffic that will be generated by the Home Occupation: \_\_\_\_\_  
\_\_\_\_\_
9. Will any equipment be utilized with the Home Occupation? \_\_\_\_\_  
\_\_\_\_\_

**\*\$60.00 Review Fee - (Checks are made payable to the Boone County Planning Commission)**

**I HEREBY ACKNOWLEDGE, BY SIGNATURE, THAT ALL OF THE ABOVE INFORMATION AND ANY ATTACHMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

**DATE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_**

=====

**FOR PLANNING COMMISSION USE ONLY:**

**DATE RECEIVED \_\_\_\_\_ FEE PAID \_\_\_\_\_**

**APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ ZONING DIST. \_\_\_\_\_ STAFF REVIEWER \_\_\_\_\_**

**DENIED \_\_\_\_\_ REASON(S) \_\_\_\_\_**