

**HOME OCCUPATION**  
**BOONE COUNTY PLANNING COMMISSION**

**SECTION A:** (To be completed by applicant)

**Fee: \$60.00 Review Fee**

1. Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Detailed Description of Business:  
\_\_\_\_\_  
\_\_\_\_\_

3. Will any persons, other than members of the family residing on the premises, be engaged in the business operation?  
 Yes     No    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?  
 Yes     No    If yes, describe: \_\_\_\_\_

6. Will the Home Occupation change the exterior appearance of the building or premises by reason of sight, sound, odors, or vibration discernible from abutting properties?  
 Yes     No    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:  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge, by signature, that all of the above information and any attachments are true and accurate to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_

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

**SECTION B:** (To be completed by Planning Commission staff)

1. Date Received: \_\_\_\_\_

2. Review Fee: \_\_\_\_\_

3. Staff Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

4. Staff Action:

\_\_\_\_\_ Approval                      Zoning District: \_\_\_\_\_

\_\_\_\_\_ Approval with Condition(s) (see # 5)

\_\_\_\_\_ Denial (see #6)

5. Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Reasons for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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 Occupational 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, Kentucky 41005  
Phone: (859) 334-2196  
Fax: (859) 334-2264  
[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, Kentucky 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, Kentucky 41042  
Phone: (859) 647-5413

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

## **SECTION 3142 Home Occupations**

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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 conducted entirely within a dwelling and not in an accessory structure.
2. Only members of the household residing on the premises may engaged in the operation of the home occupation.
3. No commodity shall be sold on the premises in connection with such home occupation.
4. There shall be no change in the exterior appearance of the building or premises to evidence that such property is used for a home occupation.
5. 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.
6. No customers or clients shall be permitted on the premises in connection with the home occupation.
7. There shall be no pickup or delivery by business related commercial vehicles, except for the U.S. mail and standard UPS/FedEx sized vehicles.
8. There shall be no outdoor display or storage of goods, equipment, or services that are associated with the home occupation.
9. No separate entrance or separate driveway shall be permitted for the home occupation.
10. No commercial vehicle associated with the home occupation shall be permitted on the premises, except within a completely enclosed garage.
11. Signage shall be regulated by ARTICLE 34.