



Home Based Business License Checklist

		YES	NO
1.	Is the business conducted from home by mail, telephone or Internet?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the Business create additional traffic to the Home?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the business involve the gathering of groups in excess of four at the residence?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the business activity within the home (Note: The garage is NOT considered part of the home)?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the business conducted by a resident of the home?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the business require any of the following:		
	a. Power tools or special equipment?	<input type="checkbox"/>	<input type="checkbox"/>
	b. Accessory building?	<input type="checkbox"/>	<input type="checkbox"/>
	c. Employees (other than occupants of the home)?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the business create noise or adversely affect the surrounding residential area?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does it involve direct sales of products from the residence?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does it require the storage of equipment or supplies outside or in an accessory storage structure?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Does the business require alteration to the residence?	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are commercial vehicles used (other than as primary transportation)?	<input type="checkbox"/>	<input type="checkbox"/>

(Over for Instructions)



Home Based Business License Instructions

1-5. Select Yes, if the business is normally conducted by mail, telephone or internet and the activities do not create a traffic problem. It does not involve instruction to groups of four or more, no display of goods is visible from outside the property. The business must be contained within the main building and must be run by a resident of the property.

6. Select Yes, if any power tools are used. An accessory building means a subordinate building which is incidental to the main building. Example include: garage, barn, workshop, car port and storage sheds.

7. Does business create noise other than normal residential noise.

8. Direct sales means that the client comes to the home to purchase products.

9. Examples of items that may require storage outside of the residence may include: motorized equipment, vehicles other than those for personal use, tools, paper products, consumables, wood products or chemicals.

10. Examples of alterations could include: electrical or plumbing, using a garage or other accessory building as an office or workshop, adding or changing walls within the home.

11. Examples of commercial vehicles include: a delivery truck, water truck, concrete truck, logging truck or heavy machinery.