



Home Occupation License Application

Business License #: _____
Amount Due: \$ _____
Receipt #: _____

A LICENSE CANNOT BE ISSUED FOR THIS LOCATION UNTIL THIS FORM IS APPROVED BY CODE ENFORCEMENT. APPLICATION FOR A HOME-BASED BUSINESS MUST BE MADE IN PERSON.

A. CHECK ONE: NEW BUSINESS RENEWAL CHANGE OF OWNERSHIP CHANGE OF USE CHANGE OF ADDRESS
(FOR AN EXISTING BUSINESS)

B. CHECK ONE: SOLE PROPRIETOR PARTNERSHIP CORPORATION LLC OTHER

C. DATE THAT BUSINESS BEGAN OPERATION AT THE ADDRESS LISTED ON LINE H OR DATE OF OWNERSHIP CHANGE: _____

D. NAME OF BUSINESS: _____

E. DBA NAME (IF APPLICABLE): _____

F. NUMBER OF FULL TIME EMPLOYEES (INCLUDING OWNER) LIVING IN THE HOME AND WORKING 25 HRS OR MORE PER WEEK AT LOCATION LISTED ON LINE H: _____ ***NOTE: ALL EMPLOYEES MUST LIVE IN THE HOME. NO NONRESIDENT EMPLOYEES ALLOWED!**

G. PHYSICAL BUSINESS LOCATION (PO BOX OR PMB# IS UNACCEPTABLE): _____

H. CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

I. MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

J. PREVIOUS BUSINESS LOCATION (FOR CHANGE OF ADDRESS ONLY): _____

K. CITY, STATE, ZIP: _____

L. ARKANSAS SALES TAX #: _____ (IF YOUR BUSINESS CHARGES SALES TAX) FEDERAL TAX ID #: _____

M. E-MAIL ADDRESS _____ WEBSITE _____

N. BUSINESS OWNER'S NAME: _____

O. HOME ADDRESS: _____ CITY: _____

P. STATE: _____ ZIP: _____ PHONE: _____ FAX: _____

Q. DESCRIPTION OF BUSINESS: _____

R. DOES YOUR BUSINESS MAINTAIN INVENTORY? YES*** NO. IF YES, LIST THE AMOUNT OF BEGINNING INVENTORY: _____

S. ARE YOU CURRENTLY INVOLVED WITH OR DO YOU PLAN ANY CONSTRUCTION OR REMODELING AT THIS LOCATION YES NO

T. EXPLAIN: _____

U. DO YOU STORE OR STOCK FLAMMABLE OR EXPLOSIVE MATERIALS? IF YES, NOTE TYPE AND QUANTITIES: _____

NOTE: A FALSE STATEMENT OR MISREPRESENTATION MAY MAKE THE LICENSE NULL AND VOID AND CONSTITUTE FORFEITURE OF ANY FEES PAID.

SIGNATURE OF OWNER OR REPRESENTATIVE: _____ DATE: _____

Staff Use Only	Date Submitted: _____ Zoning _____
	The proposed use is in compliance with the Tontitown's Zoning Ordinance: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Application information is accurate: <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, new application must be submitted) Date of Occupancy Inspection: _____
	Inspection Passed: <input type="checkbox"/> Yes <input type="checkbox"/> No Reason for disapproval: _____
Inspector Name _____	

Contact: Code Enforcement/Fireat 479-225-6845, Administrative Assistant, or James Clark, Public Works Director at 479-361-2700 for more information.

PLEASE NOTE:

1. IF YOU ARE NO LONGER IN BUSINESS, PLEASE SEND WRITTEN NOTIFICATION TO OUR OFFICE.
2. IF YOUR BUSINESS LOCATION CHANGES, PLEASE COMPLETE AN APPLICATION FOR CHANGE OF ADDRESS.
3. CITATIONS WILL BE ISSUED TO BUSINESSES FAILING TO COMPLY WITH THE HOME OCCUPATION ORDINANCE.



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City of Tontitown Requirements for Home Occupation Business - Certificate of Occupancy

- Address posted** - 6"-8" numbers in contrasting colors visible from street.
- Fire extinguishers** - Minimum 10 lb., adequate number, inspected, tagged and mounted with sign.
- Exits** - Marked with lighted AC/DC signs including emergency lighting. Unlocked at all times.
- Electrical Panel** - Accessible, all circuits clearly labeled, no unprotected openings inside panel.
- Electrical Covers** - All switches, receptacles and junction boxes must have covers.
- GFI Receptacles** - All receptacles within 3 feet of water must be GFI protected.
- Storage** - Flammables, compressed gas cylinders and combustibles properly stored.
- Handrails** - Handrails and guardrails must be installed where needed.
- Water Heater** - Temperature and pressure relief valve line must be piped outside.
- Heaters** - Must be properly installed.
- Egress** - Paths of egress must be free from obstructions.
- No Smoking Signs** - Posted
- Smoke Detectors** - Mounted and functional.
- Signs** – Application approved

Building Inspector, 479-263-9215, maintenance@tontitownar.gov

Fire Inspector/Code Official, 479-225-6845



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§ 153.101 HOME OCCUPATIONS.

Home occupations as defined herein, and may be permitted in accordance with the following provisions:

(A) Home occupations must meet the following requirements to be considered for a conditional use permit.

(1) Traffic generated by the proposed use must not negatively impact the safety, ambiance and characteristics of the residential neighborhood.

(2) The home occupation does not create noise, vibration, glare, fumes, electromagnetic interference, odors, or air pollution outside a structure.

(3) The home occupation is not primarily a retail sales operation (incidental sales, i.e. shampoo, cosmetics, are permitted).

(4) The home occupation does not involve the storage of hazardous materials, other than substances of a type and quantity customarily associated with a home or hobby.

(5) The home occupation is solely operated by the owner(s) and occupant(s) of the dwelling. No nonresident persons are employed.

(B) *Examples of home occupations.*

(1) Activities conducted principally by telephone, computer, facsimile or mail.

(2) Studios where handicrafts or objects of art are produced.

(3) Dressmaking or apparel alterations.

(4) Independent consultant such as Mary Kay, Pampered Chef, Argonne, Southern Living at Home, and the like.

(5) Residential child care: is defined as one to four children under the age of 18, excluding those residing in the home.

(C) *Prohibited home occupations.*

(1) Bed and breakfast.

(2) Eating and drinking establishments.

(3) Kennels.

(4) Barber or beauty shops.

(5) Commercial sales or leasing of vehicles.

(6) Rest home.

(7) Clinic, doctor or dentist office.

(8) Any use that requires a building code upgrade (i.e., from residential standards to commercial standards) to accommodate the home occupation.

(9) Any use that required employees who are not the sole owner(s) or occupant(s) of the dwelling.

(D) *Hobbies.* Hobbies conducted solely within the confines of a structure with no external impacts whatsoever, are not considered home occupations, even if occasional items are sold on the premises or transported away from the premises for sale.

(Ord. 2012-07-393, passed 7-3-12; Am. Ord. 2012-11-401, passed 11-7-12; Am. Ord. 2013-04-417, passed 4-2-13; Am. Ord. 2013-09-441, § 153.601.12, passed 9-3-13; Am. Ord. 2014-12-489, passed 12-2-14)