



**APPLICATION FOR HOME BASED
CERTIFICATE OF OCCUPANCY**

DO NOT WRITE IN THIS AREA-OFFICE USE ONLY

Date: _____ Application Number: _____

FEE	CO REQUEST	
<input type="checkbox"/> \$60 Home Based Certificate of Occupancy	<input type="checkbox"/> New CO	<input type="checkbox"/> Renewal

PROPERTY INFORMATION

Name of Applicant: _____

Physical Address of Property: _____

Owner of Business (if different than applicant): _____

Company Name / Name of Occupant: _____

Mailing Address (mailing address must be given if business location is in a mall, an itinerant vendor or temporary certificate of occupancy i.e. firework sales): _____

Telephone Number: _____ Email: _____

Property Owner Name (if different from applicant): _____

Property Owner Address (if different from location): _____

Property Owner Telephone Number: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS. ATTACH A SEPARATE SHEET IF NECESSARY.

Explain your home occupation in detail. _____

What is the square footage of the home and how much space will you be using for home occupation?

Who will be employed by your business? _____

Where will you store goods, materials, or products connected with your home occupation? Describe space, including dimensions and location in proximity to home? _____

Approximately how many clients will visit your house each week? _____

Will there be any exterior indication that home occupation is being operated out of your home? If yes, please explain.

Provide a detailed description of business operations, services, and/or activities that will take place at the residence where the CO is being requested. _____

How many commercial deliveries or pickups do you expect each week? Is there space available for deliveries to be unloaded on your property (not in street)? _____

How do you plan to advertise your business?

Will you require tractor trailers, semi-trucks, trailers, or heavy equipment for your home occupation? If yes, please explain.

What types of toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive or other restricted materials will be stored on the site? Please describe quantity, type of container, etc.

Will your home occupation produce offensive noise, obnoxious odors, vibrations, smoke, fumes, heat or dust? If yes, please explain.

What will be your hours of operation? _____

How are products distributed or services provided to customers? Frequency? _____

How are products/materials delivered to residence? Frequency? _____

Does business involve use of chemicals/hazardous materials? _____

Describe materials / equipment used in business: _____

GUIDELINES

I have read the criteria for the home based business attached to this application. I understand failure to comply with these rules may result in revocation of my Certificate of Occupancy by the Zoning Office and/or penalties as imposed by City Attorney's Office or the Bossier Parish Police Jury and that the Revenue Office will be requested to revoke any licenses that may have been issued upon my compliance with all of the rules and guidelines set forth in my license.

Signature of Applicant

Date

Signature of Property Owner (If different from applicant)

Date

TO BE COMPLETED BY MPC OFFICE

Zoning Classification: _____

Is Properly Zoned

Is Not Properly Zoned

Signature (MPC Office Representative)

Confirm property owner information with Tax Assessor. Attach to CO Packet at completion.

Staff Signature



**BOSSIER CITY—PARISH
METROPOLITAN PLANNING COMMISSION**

PHONE 741-8824 — 620 BENTON RD.
BOSSIER CITY, LOUISIANA 71111

CRITERIA FOR HOME OCCUPATION CERTIFICATE

Definition of Home occupation:

Any occupation for gain or support conducted only by members of a family residing in a dwelling and conducted entirely within the dwelling, provided that no article is sold or offered for sale except such as may be produced by members of the family residing in the dwelling and further provided that the occupation is incidental to the residential use of the premises and does not utilize more than 25 percent of the floor area of the dwelling.

Home occupations shall include, in general, personal services such as are furnished by a physician, dentist, musician, artist, cosmetician, or seamstress when performed by the person occupying the building as his or her private dwelling, and including the employment of no more than one non-resident employee.

A home occupation as defined by this Ordinance shall be deemed an accessory use provided that such home occupation:

- A. Is conducted entirely within a dwelling or integral part thereof and has no outside storage of any kind related to the home occupation or in the case where activities take place away from the dwelling such activities are in full compliance with the provisions of this Title;
- B. Is clearly incidental and secondary to the principal use of the dwelling and does not utilize more than 25 percent of the floor area;
- C. Is conducted only by persons residing on the premises and no more than one (1) non-resident employee;
- D. Does not necessitate or cause the exterior appearance of any structure to be other than residential and is not disruptive of the residential character of the neighborhood;
- E. Has no advertising of the home occupation on the site or structures, except as permitted in Section 8.2.3A [Small name plate will be permitted];
- F. Creates no disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, unhealthy or unsightly condition, traffic or parking problem;
- G. Does not involve retail sales or services that bring more than 10 customers per day to the dwelling;
- H. Home occupations shall not involve the outside area of the residence;
- I. Work conducted in an Accessory Building, such as an outdoor workshop, is prohibited unless approved as a Special Exception Use following the procedures of Section 3.3.3 and shall comply with the above standards.

8.2.3A: No Permit Required – Specific Districts

In all residential districts, one business sign of no more than 4 square feet in area, on each side, and only 1 sign is allowed per residence. The residence must have a Certificate of Occupancy for a home occupation to be eligible for a home based business sign.