



CITY OF TOLEDO

Department of Economic and Business Development

Division of Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329
building.inspection@toledo.oh.gov

APPLICATION FOR GENERAL | LIMITED HOME OCCUPATION

\$75 fee is due with this application. Make checks payable to the **City of Toledo**. Visa & MasterCard are also accepted.

Applicant's Printed Name _____ Owner (Yes / No) _____ Occupant (Yes / No) _____ Tenant (Yes / No) _____

Applicant's Street Address _____ Applicant's Telephone No. _____ Applicant's Fax No. _____

Applicant's City, State, Zip _____ Applicant's Email Address _____

Describe your home occupation _____

Will you have any employees? (Yes / No) _____ How Many? _____

Will customers come to the site? (Yes / No) _____ How many? _____ How often? _____

I, _____, have been provided with a copy of Toledo Municipal Code 1105.0400 and
(Your Printed Name)
have read this information. I agree to comply with the requirements outlined therein. If this application is approved, I agree to operate a general or limited home occupation as described in this application and will not change, expand, or alter the business without a new application and approval.

Signature of Applicant _____

Sworn to before me a Notary Public this _____ day of _____, 20_____.

NOTARY PUBLIC

(SEAL)

OFFICE USE BELOW

Type of Permit: GENERAL LIMITED

Reviewed: PC _____ BI _____ Permit Approved _____ Permit Not Approved _____

Name _____ Date _____

Additional Conditions _____

Permit # _____

Permit Expires _____

Two years from date of issue

(Non-transferrable and subject to revocation.)



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1105.0400 Home Occupations.

1105.0401 Purpose.

Home occupations are accessory uses to uses in the Household Living use category. Special regulations apply to such activities to ensure that home occupations will not be a detriment to the character and livability of the surrounding neighborhood. The regulations are intended to ensure that the home occupation remains subordinate to the residential use, and that the residential character of the dwelling and the surrounding area is maintained. The regulations recognize that many types of work can be done in a home with little or no effect on the surrounding neighborhood. These are the types of activities intended to be accommodated by the home occupation regulations of this section. (Ord. 170-04. Passed 3-23-04.)

1105.0402 Applicability.

Uses are allowed as home occupations only if they comply with all of the requirements of this section. (Ord. 170-04. Passed 3-23-04.)

1105.0403 Exemptions.

- A. **Type B Family Day Care Homes.** Type B Family Day Care Homes are not regulated as a home occupation and are exempt from the regulations of this section. They are subject to Section 1104.0700, Day Care.
- B. **Bed and Breakfast.** Bed and Breakfasts are not regulated as home occupations and are exempt from the regulations of this section. They are subject to Section 1104.0400. (Ord. 170-04. Passed 3-23-04.)

1105.0404 Description of Limited and General Home Occupations.

There are two types of home occupations: Limited home occupations and General home occupations.

- A. **Limited.** A Limited home occupation is one where residents use their home as a place of work, with no employees or customers coming to the site. Examples include artists, crafts persons, writers, and consultants.
- B. **General.** A General home occupation is one where either one employee or customers come to the site. Examples are counseling, tutoring, and music lessons. (Ord. 170-04. Passed 3-23-04.)

1105.0405 Use-Related Regulations.

- A. **Allowed Uses.** The intent of the regulations of this section is to establish performance standards for all home occupations rather than to limit uses and activities to a specific list. Home occupations that comply with the standards of this section are allowed by right unless otherwise expressly stated.
- B. **Prohibited Uses.** The following are prohibited as home occupations pursuant to this Zoning Code:
 - 1. Any maintenance, alteration, repair, reconditioning, or construction of or connection in any way with, a motor vehicle as defined by Revised Code Sec. 4511.01, if such work is performed in connection with a bona fide business transaction for value received by a resident of the subject premises.
 - 2. Any maintenance, alteration, repair, reconditioning, or assembly of equipment with internal combustion engines (such as outboard marine engines, lawn mowers, chain saws, and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) in connection with a bona fide business transaction for value received by a resident of the subject premises.
 - 3. Home occupations that serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.
 - 4. Funeral and interment services.
 - 5. Animal care or boarding facilities, including but not limited to animal hospitals, kennels, stables and all other types of animal boarding and care facilities.
 - 6. Restaurants and food service facilities.
 - 7. The Commissioner of Building Inspection and Code Enforcement is authorized to classify uses not listed above as a prohibited home occupation if the use closely fits into one of the above prohibited use types or descriptions. (Ord. 170-04. Passed 3-23-04.)

1105.0406 Site-Related Standards.

- A. **Signs.** No more than one sign is allowed. Such sign must be a nameplate type sign, no larger than 1 square foot in area.
- B. **Outdoor Activities.**
 - 1. All activities must be in completely enclosed structures.
 - 2. Exterior storage or display of goods or equipment is prohibited.
- C. **Appearance.** The dwelling and site must remain residential in appearance and characteristics. Internal or external changes that will make the dwelling appear less residential in nature or function are prohibited. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or the addition of commercial-like exterior lighting. (Ord. 170-04. Passed 3-23-04.)



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1105.0407 Impact-Related Standards.

- A. Hazardous Substances.** Hazardous substances are prohibited as determined by the Fire and Rescue Operations Department and by the Division of Environmental Services.
- B. Noise.** The maximum noise level for a home occupation shall be in accordance with Section 507.14 of Chapter 507, Anti-Noise Law.
- C. Trucks and Vehicles.** No more than one truck, associated with the home occupation, may be parked at the site. The maximum truck size that is allowed on-site shall not exceed the size stated in Section 351.07(a)(8) of the Traffic Code.
- D. Deliveries.** Truck deliveries or pick-ups of supplies or products, associated with business activities, are allowed at the home occupation only between 8:00 a.m. and 9:00 p.m. Vehicles used for delivery and pick-up are limited to those normally servicing residential neighborhoods. (Ord. 170-04. Passed 3-23-04.)

1105.0408 Additional General Home Occupation Regulations. The following additional regulations apply to General home occupations.

- A. Hours.** Customers may visit the site only during the hours of 8:00 a.m. to 9:00 p.m.
- B. Nonresident Employees.** One nonresident employee is allowed with a General home occupation provided no customers come to the site. Home occupations that have customers coming to the site are not allowed to have nonresident employees. For the purpose of this section, the term "nonresident employee" includes an employee, business partner, co-owner, or other person affiliated with the home occupation, who does not live at the site, but who visits the site as part of the home occupation. Adjustments or variances to this regulation are prohibited.
- C. Customers.** Only eight customers or clients may visit the site in a day.
- D. Retail Sales.** Retail sales of goods must be entirely accessory to any services provided on the site (such as sheet music sold to music students). (Ord. 170-04. Passed 3-23-04.)

1105.0409 Number. More than one General home occupation per dwelling unit is prohibited. (Ord. 170-04. Passed 3-23-04.)

1105.0410 General Home Occupation Permit.

A. Purpose. Permits for General home occupations must be obtained from the Commissioner of Building Inspection and Code Enforcement prior to their establishment. The permit requirements are intended to ensure:

1. That the applicant is aware of the provisions of this Zoning Code governing home occupations;
2. That the City has all information necessary to evaluate whether the proposal initially meets and continues to meet Zoning Code regulations; and
3. That the distribution and location of General home occupations is known.

B. Procedure. A home occupation permit for General home occupations will be issued by the Commissioner of Building Inspection and Code Enforcement for a 2-year period. It is the responsibility of the applicant to obtain the permit every 2 years. The review process requires the applicant to submit an affidavit pledging agreement with these conditions and documentation that the proposal is a General home occupation. The permit is tied to the applicant and not to the lot occupied by the home occupation; permits are not transferable to other sites or other operators.

C. Revocation. A General home occupation permit may be revoked for failure to comply with the regulations of this section. When a General home occupation permit has been revoked, a new General home occupation permit will not be issued to the applicant or other persons residing with the applicant for 2 years. (Ord. 170-04. Passed 3-23-04.)