



APPLICATION FOR Home Occupation Permit

Home Occupation is regulated by City of Mills Zoning Ordinance and must be approved by the Mills City Council. To apply for Home Occupational Permit approval by the City of Mills, a Home Occupation Permit Application must be completed. Incomplete applications shall be returned.

License #: _____

Date: _____

New License Renewal License Expired License

Applicant Name: _____ Telephone: _____

Physical Address: _____ Email Address: _____

Name of Business: _____ Type of Home Occupation: _____

1. Which of the following best describes your business:

- On-Site:** The primary business activity occurs on the premises at the physical location of the dwelling; such a use includes, but is not limited to, offices, telemarketing, and similar uses.
- Off-Site:** The primary business activity occurs off the premises of the dwelling; such a use includes, but is not limited to, mobile services, delivery services, and similar uses.

YES NO

- | | | |
|---|--------------------------|--------------------------|
| 2. Will a member of the family residing on the premises carry on the home occupation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will there be more than one employee that is not a resident of the dwelling? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will there be any exterior signs or display that will indicate any accessory use of the property? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will all sale of commodity, goods or products be mail order or consignment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will all equipment, materials and work in progress be confined to the principal dwelling structure, excluding an attached garage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will the activity project any obnoxious sound, odor, smoke, light or in any way create any nuisance or adverse conditions upon the adjoining properties or neighborhood? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will the occupation occupy more than 25% of the total floor area (including a basement) of the dwelling, exclusive of an attached garage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will the activity create a need for off-street parking, pedestrian or vehicular traffic in excess of the normal and usual levels for other residential dwellings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will there be equipment or commercial vehicles, used in conjunction with your Home Occupation being stored or parked at the dwelling unit? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is there any other accessory use or activity being carried on at this residence? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you read the Home Occupation regulations and agree to abide by these regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. List the hours the business will operate. _____ | | |

I certify that the above information is correct and true to the best of my knowledge.

Applicants Signature: _____

There will be a \$45.00 permit fee to be paid at the time the permit is issued.

Return completed form to:
Mills City Hall
720 4th Street
307-234-6679

<p align="center">OFFICE USE ONLY</p> <p align="center"><i>This license was / was not Granted at a meeting of the Mills City Council on the _____</i></p> <p>Attest _____</p>
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