



## 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.*

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

State Sales Tax # \_\_\_\_\_

☐ New Permit

☐ Renewal Permit

☐ Expired Permit

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Type of Home Occupation: \_\_\_\_\_

1. Describe your business in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. 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, crafting, computer income 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, landscaping, contractors and similar uses.

**YES NO**

3. Will a member of the family residing on the premises oversee the home occupation? ☐ ☐

4. Will there be more than one employee that is not a resident of the dwelling? ☐ ☐

5. Will there be any exterior signs, storage materials, equipment or other visible evidence? ☐ ☐

6. Will there be any trash, yard waste or recyclable materials stockpiled on-site? ☐ ☐

7. Will there be equipment, commercial vehicles or trailers used in conjunction with your Home Occupation being stored or parked at the dwelling unit? ☐ ☐

8. Will all sale of goods or products be mail order or sold at an off-site location? ☐ ☐

9. Will all equipment, materials and work in progress be confined in the principal dwelling structure, excluding an attached garage? ☐ ☐

10. 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? ☐ ☐

11. Will the occupation occupy more than 25% of the total floor area (including a basement) of the dwelling, exclusive of an attached garage? ☐ ☐

12. 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? ☐ ☐

13. Is there any other additional use or activity being carried on at this residence? ☐ ☐

14. Have you read the Home Occupation Regulations and agree to abide by these regulations?  
(Title 17 Land Development Regulations 45.20 Home Occupations) ☐ ☐

15. List the hours the business will operate. \_\_\_\_\_



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### Home Occupation Businesses Must Comply with the Following Guidelines

- (a) Number of Home Occupations. One (1) home occupation is allowed in a dwelling.
- (b) Employees. A home occupation shall have no more than one (1) off-site employee. Other off-site employees may be employed by the business, but they may not report to the home. No more than two (2) full-time residents may be employed at the home occupation.
- (c) Habitable Floor Area. The use of the residential dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes.
- (d) Off-Site Effects. There shall be no mechanical equipment used or operations which create or make dust, odor, vibration, noise, or other effects detectable at the property line of the property in which the home occupation is located.
- (e) On-Site Sales. There shall be no products sold on the premises except artist's originals or products individually made to order on the premises, or as part of electronic commerce. Products which are not artist's originals or individually made to order may be constructed on site, using equipment normally found in a residence; however, these products may only be sold at a permitted commercial location.
- (f) Display. There shall be no display of products produced by occupants of the dwelling which are visible in any manner from the outside of the dwelling unit.
- (g) Traffic/Vehicles. The use shall not generate vehicular traffic beyond that which is normal in a residential district nor in any case require the parking of more than one (1) additional vehicle per hour.
- (h) Storage. There shall be no storage of material, products, or supplies out of doors.
- (i) Exterior Appearance. There shall be no remodeling or construction of facilities for the home occupation which changes the external appearance of the residence from a residential to a more commercial appearing structure when viewed from the front of the building. Conversion of a portion of the interior of the structure (e.g., a garage) that does not result in a loss of off-street parking or alters the exterior appearance of the structure may be allowed through issuance of a building permit.
- (j) Signs. Home occupations may display a nameplate not more than two (2) square feet in area, flush-mounted to the residence. No other signage or display that will indicate from the exterior that the building is being utilized in part for any purpose other than that of a dwelling is permitted.
- (k) Visitors and Customers. Visitors and customers shall not exceed those normally and reasonably occurring for a residence, including not more than two (2) business visitors per hour and no more than two (2) at any given time.
- (l) Infrastructure. The home occupation shall not create a need for off-street parking, pedestrian and vehicular traffic, sanitary sewer and storm sewer usage public water usage as well as other municipal services in excess of the normal and usual levels for other residential dwellings.
- (m) Hazardous Materials. Storage of hazardous materials may only be stored in amounts below the thresholds as established by the local Fire Department.

**I certify that the all information is correct and true to the best of my knowledge, and I have read and understood all of the conditions listed.**

Applicants Signature: \_\_\_\_\_

**\*Residents must check to ensure that the Home Business does not conflict with your HOA covenants.**

**A non-refundable application fee of \$45.00 is due upon submittal.**

Return completed form to:

Mills City Hall

704 4<sup>th</sup> Street

Po Box 789

Mills, WY 82644

307-234-6679

#### OFFICE USE ONLY

*This permit was / was not  
Granted at a meeting of the Mills  
City Council on the \_\_\_\_\_*

Attest \_\_\_\_\_