



City of Onalaska
Application for Home Occupation

****Due by 11/1 for following year****

SUBMIT TO:
Planning/Zoning Department
415 Main Street-2nd Floor
Onalaska, Wisconsin 54650
PHONE: (608) 781-9590

****PLEASE TYPE OR PRINT USING BLACK INK****

HOME OCCUPATION APPLICANT INFORMATION

Applicant: _____ Date: _____

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Applicant is (Please Check): Property Owner Property Owner Representative Tenant Prospective Buyer

Applicant's Signature (required): _____ Date: _____

PROPERTY OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____ City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____ Other Contact # or Email: _____

Property Owner's Signature (required): _____ Date: _____

HOME OCCUPATION INFORMATION

Address of Proposed Home Occupation: _____

Business Name: _____

Proposed Business Use (describe in detail): _____

Is the home occupation a Major or Minor Home Occupation (see attached documentation)?

Is the home occupation carried on wholly by a resident of the dwelling unit? Yes No

If no, explain: _____

Area used for the home occupation (see attached example and fill out lines 1-3 below).

1. Square Footage of house (all habitable floors): _____

2. Square Footage of house used for home occupation (excluding garage & outbuildings): _____

3. Percent of floor area within the residence proposed to be used by the home occupation? _____

If there is a non-resident employee, has a legal off-street parking space been provided (see attached example)? Yes No

APPLICATION FEE RECEIVED <input type="checkbox"/> Yes <input type="checkbox"/> No	ORIGINAL APPLICATION: \$100.00 RENEWAL APPLICATION \$20.00
APPLICATION APPROVED BY: _____	DATE APPROVED _____

CERTIFICATION OF ZONING COMPLIANCE MINOR HOME OCCUPATION

Regulations governing home occupations are located in their entirety in Section 13.02.68.K. of the City of Onalaska Municipal Code.

Minor Home Occupations:

1. The home occupation is conducted entirely within the enclosed portion of the residence and does not exceed twenty-five percent (25%) of the area of any one (1) floor.
2. The entrance to the space devoted to the home occupation is within the residence. There shall be no exterior evidence of the Home Occupation and no alterations, whether interior or exterior, shall change the character of the structure as a dwelling unit. This includes that no mechanical equipment or machinery shall be used for the home occupation other than is usually, customary, and incidental to the residence for domestic or hobby purposes
3. The home occupation shall not have outside employees. The home occupation shall not have more than one (1) customer at a time and no customers shall be allowed between the hours of 8:00 p.m. and 8:00 a.m.
4. No mechanical equipment/machinery shall be used other than is usual, customary, and incidental to the residence for domestic purposes. There shall be no activity or equipment used to create vibrations, glares, fumes, odors, electric or television interferences or noise in violation of the City’s noise ordinances which is measureable at the property line.
5. There shall be no outside display or storage of goods, equipment or materials used in connection with the home occupation.
6. Except for articles produced on the premises, no stock in trade shall be stored or displayed on the premises with the exception of samples of photography (i.e. canvas, metal, framed photographs in a photography studio, or similar use). Orders previously made by telephone or a sales party may be filled on the premises.
7. Garage, basement, yard or other similar sales related to the Home Occupation are not allowed.
8. Signage shall be in compliance with the City’s Sign Code.
9. The property containing the home occupation shall maintain the required number of legal off-street parking spaces required for the residential use(s) and the home occupation use(s).
10. There shall be no commodities sold or services rendered that require receipt or delivery by means other than a delivery service customary to residential uses.

I hereby certify that all of the statements above and included with this application are true and correct to the best of my knowledge and belief, and that the home occupation will be operated in compliance with Municipal, State and Federal Laws.

Applicant’s Signature (required): _____ Date: _____

SUBMITTAL REQUIREMENTS

- **A completed application.**
- **A site plan including (only for original application):**
 - Property address.
 - All property lines and relationship to the public street(s).
 - All existing buildings, structures, and paved areas on-site.
 - Location of area(s) to be used for the home occupation.
 - Location of all on-site parking including a summary of the number of parking stalls required/provided.
- **Application fee.** Make check or money order payable to the City of Onalaska.

Applications that are not complete or that are not legible will not be accepted.

CERTIFICATION OF ZONING COMPLIANCE MAJOR HOME OCCUPATION

Regulations governing home occupations are located in their entirety in Section 13.02.68.K. of the City of Onalaska Municipal Code.

Major Home Occupations:

1. The home occupation is conducted entirely within the enclosed portion of the residence or a detached accessory structure. The home occupation does not exceed twenty-five percent (25%) of the area of any floor within the principal structure. The home occupation may occupy as much of a detached accessory structure as is not needed to meet off-street parking requirements.
2. There shall be no exterior evidence of the Home Occupation and no alterations, whether interior or exterior, shall change the character of the structure as a dwelling unit. This includes that no mechanical equipment or machinery shall be used for the home occupation other than is usually, customary, and incidental to the residence for domestic or hobby purposes.
3. The home occupation may have one (1) on-site employee or contractor that is not an inhabitant of the dwelling. The home occupation shall not have more than two (2) customers at a time by appointment and no customers shall be allowed between the hours of 8:00 p.m. and 8:00 a.m.
4. No mechanical equipment/machinery shall be used other than is usual, customary, and incidental to the residence for domestic purposes. There shall be no activity or equipment used to create vibrations, glares, fumes, odors, electric or television interferences or noise in violation of the City's noise ordinances which is measureable at the property line.
5. There shall be no outside display or storage of goods, equipment or materials used in connection with the home occupation.
6. Except for articles produced on the premises, no stock in trade shall be stored or displayed on the premises. Except for articles produced on the premises, no stock in trade shall be stored or displayed on the premises with the exception of samples of photography (i.e. canvas, metal, framed photographs in a photography studio, or similar use).
7. Hobby, craft or art sales are permitted once per year for not more than three (3) calendar days per calendar year.
8. Signage shall be in compliance with the City's Sign Code.
9. In addition to the minimum off-street parking required for the dwelling, two (2) off-street parking spaces must be provided for customers and one (1) off-street parking space must be provided for each on-site employee or contractor that is not an inhabitant of the dwelling.
10. There shall be no commodities sold or services rendered that require receipt or delivery by means other than a delivery service customary to residential uses.

I hereby certify that all of the statements above and included with this application are true and correct to the best of my knowledge and belief, and that the home occupation will be operated in compliance with Municipal, State and Federal Laws.

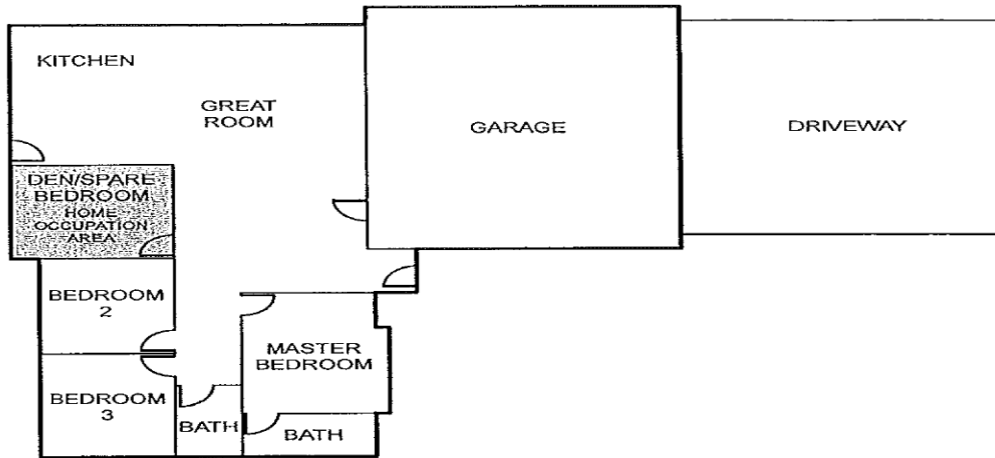
Applicant's Signature (required): _____ Date: _____

SUBMITTAL REQUIREMENTS

- **A completed application.**
- **A site plan including (only for original application):**
 - Property address.
 - All property lines and relationship to the public street(s).
 - All existing buildings, structures, and paved areas on-site.
 - Location of area(s) to be used for the home occupation.
 - Location of all on-site parking including a summary of the number of parking stalls required/provided.
- **Application fee.** Make check or money order payable to the City of Onalaska.

Applications that are not complete or that are not legible will not be accepted.

EXAMPLE OF HOME OCCUPATION FLOOR AREA



SQUARE FOOTAGE

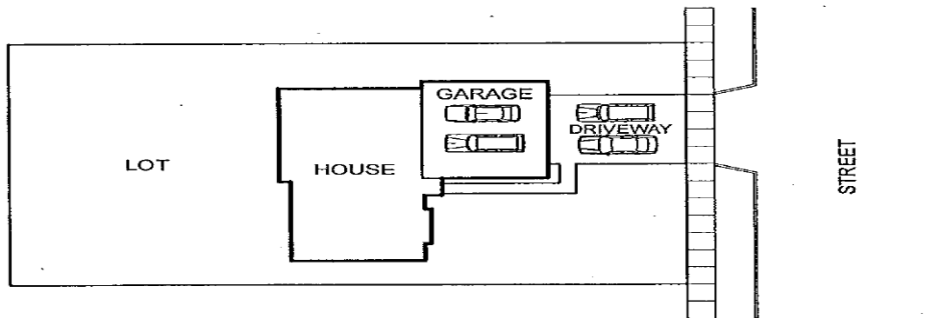
TOTAL HOUSE : _____


HOME OCCUPATION : _____

PERCENT (%) OF HOUSE : _____

No greater than 20% or 300 square feet, whichever is less

EXAMPLE OF SITE PLAN / SURVEY



 = PARKING SPACES
 (2 REQUIRED FOR SINGLE FAMILY PLUS
 1 ADDITIONAL FOR HOME OCCUPATION
 1 ADDITIONAL FOR EMPLOYEE (IF NECESSARY))