Date Submitted: _____
Fee Paid: _____

HOME OCCUPATION LICENSE APPLICATION

CITY *of* CAPE GIRARDEAU

COMMUNITY DEVELOPMENT DEPARTMENT, 44 N. LORMIER, CAPE GIRARDEAU, MO 63701 (573) 339-6327

All questions MUST be answered to process application. If question does not apply, put N/A

Owner First Name	**Owner Middle Initial/Name**	**Owner Last Name**

Business Name	Business Start Date
Address	City, State, Zip
Phone / Fax	Owner Email
Owner Date of Birth	Owner Social Security Number

MO Sales Tax ID Number

Copy of Missouri Sales Tax Certificate required if sales of anything other than services. If selling goods at retail, please attach a copy of your "No Sales Tax Due" letter issued by the Missouri Department of Revenue: 573-751-9268 or online at http://dor.mo.gov/business/sales/notaxdue

Products Sold and Services Provided	Products, Inventory or Chemicals/Hazardous Materials Kept on Premises, Including Quantity and Location

Describe Business Activity in Detail, Including Days and Hours of Operation

Number of non-resident employees working on-premise:	Number of deliveries to this location expected per day (excluding regular postal service)	Number of vehicle trips generated by customers, clients and vendors (estimated average trips per day)

List any building alterations or construction needed to accommodate the business:

Will the business activity generate solid waste or sewer discharge above what is normally associated with a residential use? If yes, explain.

Will equipment be used which creates (check all that apply):

☐ Noise ☐ Vibration ☐ Glare ☐ Fumes ☐ Smoke ☐ Dust ☐ Heat ☐ Odor ☐ Electrical Interference, Including Radio/TV

Name, address and phone number of partners, corporations, joint ventures, associations and officers, and ownership percentage of each: *(Attach a separate sheet if needed)*

Name	*Address*	*Phone*	*Percentage Held*

HOME OCCUPATION LICENSE APPLICATIONS FOLLOW THE SAME GUIDELINES AS A REGULAR BUSINESS APPLICATION.

IF THE APPLICANT IS SELLING ANYTHING AT RETAIL OUT OF THE HOME, A MISSOURI SALES TAX CERTIFICATE REGISTERED INSIDE THE CITY OF CAPE GIRARDEAU MUST BE PRESENTED AND A COPY ATTACHED TO THE APPLICATION.

I hereby give my consent to a pre-license inspection and subsequent annual inspections of the premises by City inspectors and to periodic audits of my home occupation financial records by the City's Finance Division. I hereby certify that the home occupation will be conducted consistent with the information provided on this application, and that deviations or changes will be submitted to the Customer Service Office for review. I have read and understand the attached regulations governing home occupations. I also understand that any false statements contained in this application may result in prosecution under the City's Code of Ordinances and/or state law.

RETURN APPLICATION TO:
CITY OF CAPE GIRARDEAU
44 N LORIMIER
CAPE GIRARDEAU MO 63701
Phone: 573-339-6327

_____ _____
Applicant's Printed Name Date

_____
Applicant's Signature

OFFICE USE ONLY		Date Distributed:	
Inspection Services ☐ Approve ☐ Deny	Comments	Signature	Date
Planning Services ☐ Approve ☐ Deny	Current Zoning District & Comments	Signature	Date
Health Department ☐ Approve ☐ Deny	Comments	Signature	Date
Fire Department ☐ Approve ☐ Deny	Comments	Signature	Date
FOG Inspection ☐ Approve ☐ Deny	Comments	Signature	Date
Check Items Verified: ☐ Taxes ☐ Utilities ☐ Special Assessments ☐ Other Licenses ☐ No Tax Due			
This application is hereby: ☐ Approved ☐ Denied		**Date Approved/Denied**	
License #		**HMR Tax #**	
License Type		**Date Issued**	

Revised 7/21/22

HOME OCCUPATIONS IN RESIDENTIAL ZONING DISTRICTS ORDINANCE INFORMATION SHEET

CITY *of* CAPE GIRARDEAU
DEVELOPMENT SERVICES OFFICE, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703, 573-339-6327

Home occupations, also referred to as home-based businesses, are regulated by the City of Cape Girardeau Zoning Ordinance. The section pertaining to home occupations is cited in full below. If a business is located in a commercial or industrial zoning district, these restrictions do not apply and the business would be regulated by the provisions of the district in which it is located.

Home Occupations, *Sec. 30-405*:

(a) *Purpose.* A home occupation is a permitted use in all residential zoning districts. A home occupation may be continued for only so long as it is conducted lawfully and does not produce conditions which cause a nuisance. Violations of this section may result in the loss of the ability to operate the home occupation. No home occupation shall be permitted if it:

1. Changes the outside appearance of the dwelling or is visible from the street;
2. Generates traffic, parking, sewage, water use or noise in excess of what is normal in a residential neighborhood;
3. Creates a hazard to person or property, results in electrical interference or becomes a nuisance;
4. Results in outside activities, storage or display.

(b) *Standards.* Unless otherwise regulated elsewhere in this chapter, a permitted home occupation shall be an activity which is clearly incidental and secondary to the use of the premises as a residence, provided that:

1. The activity employs no more than one (1) employee at any given time, other than family members residing in the dwelling unit.
2. The number of vehicle trips generated by business customers, clients and vendors who visit the residential dwelling unit does not exceed twelve (12) trips per day on a weekly average, occurring only between the hours of 7 a.m. and 10 p.m., excluding trips referenced in subparagraph five (5) herein.
3. Direct sale parties or gatherings (such as Tupperware) are limited to once a month and held only between the hours of 9 a.m. and 10 p.m.
4. There is no outside appearance of a home occupation including, but not limited to, parking, signs or lights. This restriction shall not apply in the agricultural zone districts.
5. The volume of deliveries or truck traffic is not in excess of two (2) per day on a weekly average, excluding regular postal service and trips referenced in subparagraph two (2) herein. Semitractor-trailer use for deliveries is not permitted. This restriction shall not apply in the agricultural zone districts.
6. The activity is conducted wholly within a main building or accessory building.
7. The activity uses no equipment or processes that create noise, vibration, glare, fumes, smoke, dust, odors or electrical interference, including interference with radio or television reception, detectable by any neighbors.
8. The activity does not generate any solid waste or sewer discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
9. The activity does not involve an illegal activity.
10. The activity does not require the receipt, storage or shipping of any hazardous materials in quantities exceeding those allowable in the current city fire code.

(Ord. No. 4109, art. 2, 3-1-10)