



HOME OCCUPATION LICENSE APPLICATION
CITY of CAPE GIRARDEAU

CUSTOMER SERVICE OFFICE, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703, 573-339-6322

Date Submitted: _____
Fee Paid: _____

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		<i>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</i>	
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)
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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)*

<i>Name</i>	<i>Address</i>	<i>Phone</i>	<i>Percentage Held</i>

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
P. O. BOX 617
CAPE GIRARDEAU MO 63702-0617
customerservice@cityofcape.org
Phone: 573-339-6322
Fax: 573-339-6306

Applicant's Printed Name

Date

Applicant's Signature

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



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)