



ACTIVE HOME OCCUPATION PERMIT APPLICATION

Applicant Name: _____ Address: _____

Business Name: _____ Telephone No: _____

E-mail address: _____ Is the property owned or leased/rented? _____

If leased/rented, written permission from the property owner must be submitted.

Describe the active home occupation to be conducted: _____

Will persons other than the full-time occupant(s) of the dwelling be involved with the active home occupation? Yes No. If yes, please indicate the number of additional persons involved _____

Indicate where inside the home the active home occupation will be conducted (1st floor, 2nd floor or basement)? _____

What is the total floor area that will be used for the active home occupation? _____ (attach a sketch of the floor or basement and area used for the active home occupation)

Will an attached/detached accessory building be used for storage purposes? Yes No. If yes, please describe and indicate the total area of the accessory building and the amount of floor area used for storage (attach a sketch of accessory building and area used for storage): _____

Will any products or goods incidental to the service provided be sold from your home? Yes No. If yes, please describe type of products or goods and where they will be stored? _____

Will the home-based business generate additional vehicular traffic (e.g. customers or deliveries)? Yes No. If yes, please describe and indicate the approximate number of vehicles per day: _____

Will the home-based business generate any noise, odors, dust, fumes, smoke, glare or other nuisances that would impact surrounding property owners? Yes No. If yes, please explain. _____

Will a wall sign intended to advertise the business be installed? Yes No. If yes, please indicate the size (maximum six square feet) and the wall where the sign will be attached. _____

If more information describing the active home occupation needs to be provided, attach additional page(s).

I, the undersigned, acknowledge that I am aware of the requirements for approval of my active home occupation and all regulations and obligations thereto will be fulfilled as required by ordinance.

Signature of applicant

Date

Print name

NOTE: The records of the City of Portage are public records and are available for inspection by members of the public.