

WHY DO YOU NEED A HOME OCCUPATION PERMIT?

Are you considering working out of your home? As communication technology advances, more and more of us will have opportunities to work at home. However, homes in Brentwood are located in residentially zoned areas. That means that you can use your property for residential purposes only. You may be able to conduct your occupation in your home by applying for and receiving a Home Occupation Permit. Not every business is suitable for a residential area. Therefore, in order to preserve the character of Brentwood's residentially zoned areas, the City requires that all home based businesses comply with conditions set forth in the Zoning Ordinance (listed below) and obtain a home occupation permit before starting. All permits are valid for a period of one year and must be renewed annually. There is no fee for a home occupation permit.

REQUIREMENTS FOR HOME OCCUPATIONS

Please read the ten requirements for home occupations listed on this page. Your proposed home occupation must meet all ten requirements to qualify for a Home Occupation Permit.

1. The home occupation shall be located and conducted in the dwelling unit only; *(This means that all aspects of the business must be kept inside the home only, not in an accessory structure or out-of-doors).*
2. The principals and any other persons employed on the property in furtherance of the home occupation shall be residents of the dwelling unit in which it is located; *(This means that you can have no employees, business partners, or business associates working at your home unless they are residents of the home)* provided, however, that where the Board of Zoning Appeals finds that a hardship exists, one (1) nonresident of the property may be employed on the property in furtherance of the home occupation on a temporary basis for a period not to exceed twelve (12) months;
3. Not more than ten (10) percent of the total floor area in the dwelling shall be devoted to the home occupation;
4. The dwelling unit shall not be used as a primary or incidental storage facility for a business, industrial, commercial, or agricultural activity conducted elsewhere;
5. No articles, materials, goods, or equipment indicative of the home occupation shall be visible from any public street or stored outside the dwelling unit;
6. The home occupation shall not be advertised by the display of goods or signs on the lot on which it is located; *(This includes any signs on any vehicles parked at the home. Vehicles advertising the home occupation must be stored in the garage of the dwelling unit).*
7. The proposed use shall not generate noise, odor, fumes, or smoke, nor create a nuisance of any kind which would adversely affect the residential character of the neighborhood in which it is located;
8. No traffic shall be generated by the home occupation in greater volume than would normally be expected in a residential neighborhood. Except as provided in item number 9 below, no client or customer shall visit the property for purposes of conducting a business transaction; *(This means that retail and wholesale customers, or any type of client are prohibited from visiting your home).*
9. Teaching, including but not limited to tutoring and art, music and dance lessons, shall be permitted provided that it is limited to one (1) pupil at any given time; and,
10. The provisions of this section, shall not be used under any circumstances to permit driver education or any use that requires overnight parking of more than one (1) vehicle, barber shops, beauty shops, gift shops, gun sales, florist shops or other retail activities that are traditionally conducted in a commercial zoning district.

BUSINESS LICENSE

Depending on the type of business, state law may also require that you obtain a business license in addition to a home occupation permit. To find out if your proposed business requires a business license, please call the business tax office in Brentwood at 371-0060 and in Williamson County at 790-5732. You must have a home occupation permit before you can obtain a business license.

HOW DO YOU APPLY?

You may pick-up an application for a Home Occupation Permit from our office at 5211 Maryland Way or download it from our website. Please log on to:

www.brentwood-tn.org/departments/planning/forms.htm

Select: *Home Occupancy Permit Application*

Please fill out the first page in its entirety and sign the second page. **You will then need to follow the directions in Step 3 on the first page (be sure to include your signature on the letter).**

You may drop-off the application at our office or you may mail it to Brentwood Planning and Codes Department, 5211 Maryland Way, Brentwood TN 37027. We cannot accept faxed applications.

For more information, you may call 371-2204.

*Prepared By:
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***CITY OF BRENTWOOD
DEPARTMENT OF
PLANNING AND CODES***
