City of Brentwood
Planning and Codes Department
5211 Maryland Way
P.O. Box 788
Brentwood, TN 37024-0788

Office (615) 371-2204
Fax (615) 371-2233
Internet www.brentwood-tn.org/planning

Updated ***January 1, 2015***

♦ HOME OCCUPATION PERMIT APPLICATION ♦

♦ *Step 1:* PLEASE PRINT THE FOLLOWING INFORMATION IN INK

Business Name: _____
First Name: _____ MI: ___ Last Name: _____
Home Address: _____, Brentwood, TN 37027
Mailing Address, If Different: _____
Business Category (i.e. pet sitting, bookkeeping): _____
_____

Type of Business: (**circle one**)

LLC Sole Proprietor Partnership Corporation Franchise Other_____

Subdivision Name: _____
Office Phone Number: (____) _____-_____ Fax Number: (____) _____-_____
Email Address: _____
Webpage Address: http://_____

♦ *Step 2:* PROVIDE A DETAILED DESCRIPTION OF THE PROPOSED BUSINESS:

- ***ATTACH A SIGNED LETTER*** *in which you discuss the nature of your proposed business in detail.*
- *Discuss how the proposed business meets all of the requirements on Page 2.*
- *Estimate the total number of business related parcels that will be delivered per week.*

♦ *Step 3:* *READ CAREFULLY AND SIGN PAGE TWO (2) OF THIS APPLICATION*

♦ *Step 4:* *MAKE CHECK PAYABLE TO CITY OF BRENTWOOD FOR $25.00*

♦ *Step 5:* *SUBMIT THE COMPLETED APPLICATION - FAX SUBMITTALS ARE NOT ACCEPTED*

✓ Submit this completed and signed permit application;
and,
✓ **$25.00 check,** payable to City of Brentwood;
and,
✓ **YOUR SIGNED LETTER** to the:

Via Mail:
City of Brentwood / Planning & Codes Department
P.O. Box 788
Brentwood, TN 37024-0788

Or,

In Person:
Brentwood Municipal Center - Planning & Codes Department - 5211 Maryland Way

If you have any questions, please call the Planning & Codes Department at (615) 371-2204

♦ REQUIREMENTS FOR HOME OCCUPATIONS

- **PLEASE READ THE BELOW REQUIREMENTS FOR HOME OCCUPATIONS.**
- **ENSURE YOU HAVE SIGNED THE BOTTOM PORTION AND FOLLOW THE INSTRUCTIONS IN STEP 2.**

1. The home occupation shall be located and conducted in the dwelling unit only, provided that, to the extent childcare is permitted as a home occupation, this limitation shall not apply.
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; provided, however, that where the board of zoning appeals finds that a hardship exists, one non-resident 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 12 months;
3. Not more than ten percent of the total floor area in the dwelling unit shall be devoted to the home occupation, provided that, to the extent childcare is permitted as a home occupation, this limitation shall not apply.
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.
7. The proposed use shall not allow noise, odor, fumes, or smoke to escape beyond the property boundaries, nor may the proposed use create a nuisance of any kind which would adversely affect the residential character of the neighborhood in which it is located.
8. No clients or customers shall visit the property, except as approved by the board of zoning appeals. Traffic generated by clients or customers visiting the property shall not exceed one vehicle at any given time.
9. The provisions of this section shall not be used under any circumstances to permit:
    a. Driver education or any use that requires overnight parking of more than one vehicle;
    b. Barber shops, beauty shops, gift shops, gun sales, florist shops, restaurants or other retail activities that are traditionally conducted in a commercial zoning district;
    c. Child care operations for which a state license would be required.

- **PLEASE CHECK WITH YOUR HOMEOWNER'S ASSOCIATION TO DETERMINE IF THERE ARE ANY RESTRICTIVE COVENANTS PROHIBITING SUCH USE OF THE PROPERTY.**

♦ *ACKNOWLEDGE*

FOR A HOME OCCUPATION PERMIT, I CERTIFY THAT I WILL ABIDE BY THE ABOVE CONDITIONS AS STATED IN THE CITY OF BRENTWOOD ZONING ORDINANCE.

APPLICANT'S NAME (PRINT CLEARLY) _____

APPLICANT'S SIGNATURE _____ **DATE** _____