

Home Occupation Application – Tier 1

City of Prattville, Planning & Development Department
102 W. Main St.
Prattville, AL 36067
(334) 595-0500 / planning@prattvilleal.gov



This is not a business license application. A business license must still be obtained from the Finance Department prior to conducting business.

Applicant Name:		Phone:
		Email:
Address of the Property:		Do you own the property?* Yes <input type="checkbox"/> No <input type="checkbox"/>
		Do you live at the property? Yes <input type="checkbox"/> No <input type="checkbox"/>
*If applicant is not the owner (i.e. name listed on tax records or deed), then a letter from property owner granting permission must be provided		
Business Name:	Square footage of home: _____	
	Square footage used for home occupation: _____	
Describe business type/activities:		
<i>The following occupations require Tier 2 approval: on-site music instruction and tutoring, professional offices involving client visits, small engine repair, cosmetology, animal grooming, any home occupation employing someone not living on the property, Tier 1 home occupations that are unable to meet one or more of the criteria listed in §7.09.04.1, and other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these.</i>		
Applicant signature and authorization:		
I certify that I am the property owner, or have the property owner's permission, and attest that all facts on all pages are true and correct and agree to abide by all applicable ordinances and regulations of City of Prattville.		
_____	_____	
Signature	Date	

Applicant Name:	Business Name:
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Please Check all items below acknowledging compliance with §7.09 Home Occupations Requirements:

- No more than 25% of the total gross floor area of the dwelling may be used for the home occupation;
- Business owner must observe any private covenants or restrictions applicable to the property;
- No equipment or process may be used in the home occupation which creates noise, vibration, glare, smoke, fumes, odors, or is dangerous or otherwise detrimental to persons in the home or adjacent areas;
- Any necessary parking must be provided off-street and must be in addition to what is required for the dwelling and may not be in the front yard;
- Only residents of the home may engage in business activity at the dwelling;
- Any business-related materials or equipment must be kept inside the dwelling or accessory structure, outdoor storage must be approved specifically by the Director and must be to the rear of the dwelling and screened in accordance with §10.03 Screening;
- Any business-related vehicles parked at the dwelling are limited to standard passenger cars, pickup trucks, SUVs, or vans, and may not be parked in the street;
- No change may be made to the outside appearance of the dwelling or premises and no evidence of the conduct of the home occupation may be visible from the street;
- Retail and in-person sales to customers or other clients visiting the dwelling are prohibited.
- No advertising material shall indicate address or physical location of the business (not to include business cards or email signatures);
- No signs or advertisements related to the home occupation on the property or the mailbox;
- No change in the outside appearance of the home or premises and no evidence of the conduct of the home occupation visible from the street;

If you are unable or unwilling to comply with the above criteria, then you must apply for a Tier 2 home occupation permit. Please speak with the Planning & Development Department for further information.

-Office Use Only-

Zoning: _____ Staff member review: _____ Date: _____

Notes:

§7.09 Home Occupations

§7.09.01 Home occupations are businesses carried on in a dwelling unit that are limited in extent and clearly incidental and secondary to the use of the property for residential purposes. A home occupation is to allow for the employment of an occupant of the dwelling in limited commercial activity without changing the character of the surrounding residential area.

§7.09.02 All home occupations must be permitted prior to receiving a business license, and no home occupation may operate without obtaining a valid business license from the City. Permits are only valid for the original applicant, use and location, and are void if a business license is not obtained within 90 days of approval. Applications for home occupations must be on forms provided by the Director.

§7.09.03 General Standards

1. No more than 25% of the total gross floor area of the dwelling may be used for the home occupation.
2. The business owner must observe any private covenants or restrictions applicable to the property.
3. No equipment or process may be used in the home occupation which creates noise, vibration, glare, smoke, fumes, odors, or is dangerous or otherwise detrimental to persons in the home or adjacent areas.
4. Any necessary parking must be provided off-street and must be in addition to what is required for the dwelling and may not be in the front yard.

§7.09.04 Tier 1 Home Occupations

1. Tier 1 Home Occupations may be approved administratively by the Director. Examples of Tier 1 home occupations include but are not limited to: internet-based businesses, lawn care or landscaping businesses, home maintenance; artistic and design services, telephone sales, consulting, tax preparation, off-site instruction, and other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these. Tier 1 home occupations must comply with the following criteria:
 - a. Only residents of the dwelling may engage in business activity at the dwelling.
 - b. Any business-related materials or equipment must be kept inside the dwelling or accessory structure, outdoor storage must be approved specifically by the Director and must be to the rear of the dwelling and screened in accordance with [§10.03 Screening](#).
 - c. Any business-related vehicles parked at the dwelling are limited to standard passenger cars, pickup trucks, SUVs, or vans, and may not be parked in the street.
 - d. No change may be made to the outside appearance of the dwelling or premises and no evidence of the conduct of the home occupation may be visible from the street.
 - e. Retail and in-person sales to customers or other clients visiting the dwelling are prohibited.

§7.09.05 Tier 2 Home Occupations

1. Tier 2 Home Occupations require Special Exception approval from the Board of Adjustment. Examples of Tier 2 home occupations include, but are not limited to: on-site music instruction and tutoring, professional offices involving client visits, small engine repair, cosmetology, animal grooming, any home occupation employing someone not living on the property, Tier 1 home occupations that are unable to meet one or more of the criteria listed in §7.09.04.1, and other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these. Tier 2 home occupations must comply with the following criteria:
 - a. At least one resident of the dwelling must be engaged in the home occupation and no more than one non-resident may be engaged or employed in the business activity;
 - b. Any business-related materials or equipment, including trailers, must be kept inside the dwelling or accessory structure or fully enclosed behind a fence. On lots larger than one acre, materials or equipment may be located in rear or side yards without being enclosed provided they are at least 50 feet from the nearest property line.
 - c. For music instruction, tutoring or similar teaching, professional or consulting services involving clients coming to the home, animal grooming, cosmetology, and similar services, no more than two clients may be on the premises at any time, and no more than ten clients visiting the home on any day. This number may be reduced by the Board of Adjustment;
 - d. Small engine repair is limited to small engines no larger than two cylinders used in lawn mowers, trimmers, and similar lawn equipment;
 - e. Any other restrictions or conditions required by the Board of Adjustment.

Uses specifically prohibited as home occupations:

- a. Any use involving guns or weapons of any kind;
- b. Automobile engine or body repair;
- c. Automobile tire sales, mounting, or repair;
- d. Vehicle sales;
- e. Animal kennels or boarding;
- f. Junk, waste, or vehicle parts storage;
- g. Furniture upholstery and refinishing;
- h. Tow truck service;
- i. Other activities which the Director determines to be substantially similar in character, nature, intensity, or impact to these.