



Home Business Office (Telephone Use Only) Affidavit

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Updated **MAR 2026**

NOTICE TO APPLICANT

Home Business Office (Telephone Use Only): An office within a dwelling which is secondary to the use of the structure for dwelling purposes. The office may be for the purpose of service or trade workers who customarily work at various locations, such as electricians, plumbers, appraisers or individuals who work at home, such as writers or computer programmers. Home Business Office (Telephone Use Only) are not offices for on-site customer servicing. Customers are prohibited from visiting the office and there may be no signs indicating the presence of such office on the premises.

OFFICE USE ONLY

Business License Number: _____

Applicant Information

Business Name

Business Physical Address

The application for a Home Business Office will be approved, provided that zoning permits the use and the following criteria are met (initial each line):

- _____ Business Office shall have no sign or external indication of the business office.
- _____ Home Business Office will have no more than one (1) vehicle used in the conduction of the business to be parked at the home location.
- _____ Home Business Office will have no material, other than office supplies, stored on the site.
- _____ Home Business Office will not occupy more than 20% of the floor area of the principal structure.
- _____ Home Business Office will be located in the principal structure.
- _____ Home Business Office will be operated by the homeowner or spouse of the homeowner.
- _____ Home Business Office will only conduct business by phone or off-premises (no walk-in customers).
- _____ Home Business Office will conduct all monetary exchanges off-site.

Affidavit

The undersigned Applicant certifies that the information provided is true and correct and acknowledges that approval is contingent upon zoning compliance and continued adherence to all applicable regulations and required criteria.

Applicant Name

Applicant Signature

Date

Notary Name

Notary Signature

Seal