



# CITY OF MENTOR APPLICATION FOR HOME OCCUPATION ZONING PERMIT

## PROJECT INFORMATION (Please Print)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_ Ward: \_\_\_\_\_

I, \_\_\_\_\_, do hereby propose to establish, on said premises, the following home occupation: (describe the use in detail, i.e., hours, office location).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify that the above-described home occupation will be conducted in compliance with the applicable provisions of the Mentor Municipal Code, including the following:

### **Section 1127.01 Definition**

Home Occupation – an accessory use, which is any occupation or business activity that is incidental and subordinate to the principal residential use of the dwelling unit, including the principal use of the home for providing supervision, personal care services, and habilitation services to individuals under license issued by the state of Ohio. Said occupation is conducted from the property without any adverse effect upon the surrounding neighborhood.

### **Section 1157.16 Home Occupation as a Permitted Use (R-1, R-2, R-3, R-4, R-5, and C-1 Districts)**

A home occupation shall be permitted use if it complies with the following performance standards:

1. Only family members who reside at the premise may participate in the home occupation as an employee.
2. The use shall be conducted entirely within the confines of the dwelling unit. No storage of goods, materials or products shall be permitted in garages or accessory structures.
3. The proposed use shall not occupy more than 10 percent of the gross floor area of the dwelling unit. Basements, porches, and garages shall not be included in calculating permitted area.
4. No equipment, process, materials, or chemicals shall be used which produce audible noises, obnoxious odors, vibrations, glare, fumes, hazardous wastes, and electrical interference, which is detectable to normal sensory perception outside the structure. Materials or chemicals, which may be a potential fire hazard, are not permitted.
5. Signage shall not be permitted, nor shall newspaper advertisements indicate the address of the business.
6. No on-site sales of goods or services shall be permitted.
7. No vehicle repair or servicing shall be permitted.
8. No mechanical repair or servicing shall be permitted.
9. Deliveries to the dwelling unit shall be limited to one per day by private courier services such as United Parcel Service (UPS). No semi-freight carrier deliveries shall be permitted.
10. No exterior alterations or building additions to accommodate the use shall be permitted.
11. Vehicles displaying business name or advertising shall not be parked/stored on site except within a fully enclosed garage.
12. Operators of home-based businesses shall file a permit with the Department of Planning and Development to review compliance with the minimum performance standards.
13. Permitted home occupations are subject to periodic, unannounced inspections and review by the administrator to ensure compliance with all sections of this ordinance.

**Home occupations proposed in the R-10, Multi-Family District are subject to review and approval as a Conditional Use, under §1135.04(c).**

I further understand that any violation of the above provisions constitutes a third-degree misdemeanor and may result in criminal prosecution by the City of Mentor.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PLANNING DIVISION APPROVAL: \_\_\_\_\_ DATE \_\_\_\_\_

Fee \$30.00 paid

**(REVISION 01/2022 ALL OTHER VERSIONS ARE OBSOLETE)**