

## HOME OCCUPATION PERMIT APPLICATION Centerton Planning Code 14.04.10 (A)

A Business License will not be issued for any Home Occupation without an approved HOP (Home Occupation Permit).

Home occupations that meet all the requirements of Code 14-04.10 (A) may be granted Administrative approval for Permits with specific provisions. Home occupations that do not meet one or more of the requirements must be approved by the Planning Commission through the Conditional Use Permit procedure (See Conditional Use Permit Application and code 14.04.10 (B)).

Although administrative approvals can often be processed by a member of the Centerton Planning staff upon submittal; it does depend on staff workload and/or receipt of all/completed information at time of submittal. Approval can take up to 5 business days to review and/or issue a permit approval.

Please complete the attached two (2) page Application and submit for Planning staff review, along with a **\$20.00 application fee** at City Hall 290 N Main St. (Note: there is a \$1.50 transaction fee for payments made with credit/debit cards.)

If approved, the HOP Application will be returned to you with the bottom portion (*labeled for staff use only*) completed. This will be your Home Occupation Permit and therefore should be kept for your records and accessible for future reference.

For your convenience a Business License Application is attached in the event you would like to complete and submit it with your HOP application for quicker turnaround time upon approval of the HOP. Please note, Home Based Business License is \$25. You may also pick one up at City Hall at any time. The contact number for Business Licenses is 479-795-2750 x28.

Feel free to contact me with any questions.

*Carletta Ross*  
Planning Assistant  
City of Centerton  
290 N. Main St.  
Centerton, AR 72719  
479-795-2750 x27  
[cross@centertonar.us](mailto:cross@centertonar.us)



# HOME OCCUPATION PERMIT

Per Code Section 14-04-10

## APPLICATION / APPROVAL FORM

Planning: 479-795-2750 x27 [cross@centertonar.us](mailto:cross@centertonar.us)

Date: \_\_\_\_\_

HOP # \_\_\_\_\_ - \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Owner: \_\_\_\_\_  
 Business/Property Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_ PID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Lot \_\_\_\_\_ Blk \_\_\_\_\_ Subdivision \_\_\_\_\_ Zoning \_\_\_\_\_  
 Is Property Address owned by Business Owner?  Yes  No (If No, applicant must provide owner permission)

**Type of Home Occupation Business:** Online Only Purchasing & Resale      Services Offered  
 Office/Administrative Use Only      Other \_\_\_\_\_

**Description:** (Describe merchandise/product being sold/purchased, service offered, # of Customers/Employees anticipated at a time during operating hours, # of deliveries expected daily/weekly, signage/advertisement, etc.)

\*\*\*\*\* STAFF USE ONLY \*\*\*\*\*

Approved     Approved with Conditions     Denied (Reason \_\_\_\_\_)

X \_\_\_\_\_ Date: \_\_\_\_\_  
 Planning Dept. Representative

Fire Dept.:  Approved  Denied  Comments ◆ Building Safety:  Approved  Denied  Comments

**Conditions of Approval:** (may carry over to additional page) **Violation of any listed condition(s) could be basis for terminating Home Occupation Permit and Approval granted by Staff.**

Fire Inspection Required (call or email to schedule: 479-633-3823 / [phigginbotham@centertonfire.com](mailto:phigginbotham@centertonfire.com) / 479-795-2550 / [mthompson@centertonfire.com](mailto:mthompson@centertonfire.com))

For employee/customer safety owner accepts liability if restrooms are not ADA compliant.

Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\$20.00 Fee Paid \_\_\_ / \_\_\_ / \_\_\_ -- Check \_\_\_ / Cash \_\_\_ / CC \_\_\_ / Receipt # \_\_\_\_\_



# HOME OCCUPATION PERMIT CHECKLIST

HOP# \_\_\_\_\_ - \_\_\_\_\_

**Per Code Section 14.04.10(A)**

**Please indicate your answer to each of the following with a ✓**

	Agree	Disagree	QUESTION
1	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation is located completely within the principal dwelling unit.
2	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation is solely operated by the owner(s) and/or occupant(s) of the dwelling. (No non-resident persons are employed or independently contracted.)
3	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation/retail sales operation is not the primary use of the residence. (Primary use of the home is Residency, secondary is home occupation)
4	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation does not occupy more than 25% of the gross habitable ground floor area of the principal dwelling unit.
5	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation does not display merchandise or have outside storage equipment or materials. (Materials and equipment used to produce product for retail sale is stored completely within the dwelling or accessory structure.)
6	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation does not alter the external appearance of the principal dwelling unit.
7	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation does not create noise, vibration, glare, fumes, electromagnetic interferences, odors, or air pollution outside the principal dwelling unit.
8	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation does not involve the storage of hazardous materials, other than substances of a type and quantity customarily associated with a home or hobby.
9	→	→	Number of customers and/or employees in the vicinity of the principal dwelling unit at any time (excluding business or property owner).    ___ 0    ___ 1    ___ More than 1
10	<input type="checkbox"/>	<input type="checkbox"/>	The home occupation does not involve the external or visible manufacturing of goods on site.
11	<input type="checkbox"/>	<input type="checkbox"/>	The Intended use is not a Homestay/Air B&B use. (Reference Schedule of Uses 14.04.14 #86)
12	<input type="checkbox"/>	<input type="checkbox"/>	I will not be posting signs/banners at my residence as advertisement of my home occupation business.

**Below signature not required if any of the above was checked "Disagree".**

A Conditional Use Permit will be required for your home occupation per Planning Code Section 14.04.10(B)

My signature below confirms that I, \_\_\_\_\_, agree that each of the above questions have been answered with integrity and that I agree to inform the City of any changes related to the above, with the understanding that a Conditional Use Permit for Home Occupation may be required based on those changes. I am also aware and understand that the City has the authority to revoke and/or deny renewal of my Home Occupation Business License for failure to comply with the Code Section 14.04.10(A).

X \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# 2019 City Business License Application

City of Centerton  
 Administration Department  
 P.O. Box 208, Centerton, AR 72719  
 Phone (479)795-2750 / Fax (479)795-2545

Business License # 19- \_\_\_\_\_

Business Name / Address	
Name of Business _____	
Physical Address _____	
Mailing Address _____	
Business Information	Business Owner Information
Manager's Name _____	Name _____
Tax Id # _____	Address _____
Business Description _____	City /State/ Zip _____
Business Phone (    ) _____ - _____	Phone (    ) _____ - _____
Business Fax (    ) _____ - _____	Cell (    ) _____ - _____
Business Email _____	Email _____
Business Hours _____	<b>MAKE CHECK PAYABLE TO : CITY OF CENTERTON</b>
Days Closed _____	
Payment	

**Check Appropriate Box**

- |   |         |                            |
|---|---------|----------------------------|
| <input type="checkbox"/> Door to Door Sales (add \$5.00 for each additional employee) | \$50.00 | <u>Department Approval</u> |
| <input type="checkbox"/> Home Based Business (Contractors are exempt)                 | \$25.00 | { } Fire                   |
| <input type="checkbox"/> New Business / Renewal / Daycares                            | \$50.00 | { } Building               |
| <input type="checkbox"/> Non-Profit Organization (must provide proper documentation)  | Waived  | { } Planning               |

**APPLICATION FORM MUST BE RETURNED WITH PAYMENT**

**Municipal Code 4.04:** The conducting and carrying on of any business, including but not limited to, all trades, occupations, vocations, callings and professions, except those specifically exempted in Section 3 of this ordinance, those specifically exempted by the laws of the state of Arkansas, and also excepting public utilities otherwise taxed by the city, within the boundaries of the city of Centerton, is hereby declared to be a privilege, and each and every person conducting or engaging in any such business shall apply for and pay for a license therefore in the amounts and procedural requirements as set out. For the purposes of this ordinance, "Business" is defined as any commercial activity whether such activity is the providing of a service or of goods.