



HOME OCCUPATION PERMIT APPLICATION

Application Type	Fee
Original	\$0

Operation of a business from a residential property is considered a home occupation by definition of Section 20.14 of the Grand Haven Charter Township Zoning Ordinance. A home occupation requires additional approval by the Zoning Administrator. In order to properly apply and qualify for a home occupation, you are required to submit a letter to the attention of Zoning Administrator that recognizes each of the following requirements and explains the manner in which each requirement is (*or will be*) met.

The requirements for a home occupation are:

- The operation of such occupation shall be conducted solely within a dwelling or attached accessory building and not within any detached accessory building located upon the premises, except for incidental storage of equipment or materials.
- The home occupation shall be conducted solely by the person or persons occupying the premises as their principal residence, except that up to four (4) employees may meet at the residence solely for purposes of receiving instructions regarding work to be conducted at another site or collecting equipment or materials necessary for their work at another site, or documents related to their employment.
- The dwelling shall have no exterior evidence other than a permitted sign, to indicate the same is being utilized for any purpose other than that of a dwelling.
- The floor area used for the home occupation shall not exceed 25% of the gross floor area of the dwelling unit.
- Only goods produced as part of the home occupation, or are clearly incidental to the operation may be sold on the premises, and such goods shall not be visibly on display from outside the main building, nor shall any sign or device be permitted advertising such sale.
- No outside storage of equipment is permitted on the premises.

The letter should also state the name and nature of the business. If you are able to demonstrate that your business meets these standards, you will receive an approval letter from the township for your records.