



HOME OCCUPATION AND BUSINESS LICENSE

Application for Home Occupation Permit
 BUSINESS AND DEVELOPMENT SERVICES
 5 EAST BUTLER ROAD
 MAULDIN ■ SOUTH CAROLINA 29662
 WWW.CITYOFMAULDIN.ORG ■ (864) 234-3475

APPLICATION SUBMITTAL DATE:	REVIEWS: ZN BL EE PL
	PERMIT NUMBER(s):

HOME OCCUPATION LOCATION	<input type="checkbox"/> NEW PERMIT	<input type="checkbox"/> OWNER OCCUPIED
	<input type="checkbox"/> UPDATE / RENEWAL	<input type="checkbox"/> RENT OR LEASE

PARCEL ID #:		ZONING:	
Street Address:	City:	State:	Zip:
Mailing Address (if different from street address):	City:	State:	Zip:
Business Phone Number: () -	Mobile Phone Number: () -	Email Address:	

BUSINESS LICENSE INFORMATION	Select Organization Type:			
	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP	<input type="checkbox"/> Corporation <input type="checkbox"/> Non-profit
(Articles of Organization or Incorporation may be required)				

APPLICANT'S BUSINESS NAME:	APPLICANT'S CONTACT NAME & TITLE:
Business activity / Use Type:	NAISC CODE:
Federal ID:	State Retail Sales#:

PROVIDE ESTIMATED GROSS INCOME: \$

Do you have any employees working for you? YES NO

IF YES, PROVIDE THE FOLLOWING INFORMATION:

EMPLOYEE NAME:	EMPLOYMENT HOURS:
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SUBMITTAL REQUIREMENTS	REQUIREMENTS: Sketch Plan Required with Application (2) Copies, Drawn to Scale
	Must show location of where parking is to be provided for employees and/or clients; must also include details on screening of parking area, if required. *** Additional permits may be required if any building, electrical, plumbing or HVAC work is proposed in conjunction with the establishment of the home occupation permit.

PLEASE DESCRIBE YOUR BUSINESS AND ACTIVITIES IN DETAIL BELOW:



Other Required Information

<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the home occupation located within the single family detached dwelling or an approved accessory structure?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the home occupation twenty-five (25) percent of the gross floor area of the principal structure or 600 square feet, PROVIDE SQUARE FOOTAGE OF PRINCIPAL STRUCTURE: _____ PROVIDE SQUARE FOOTAGE OF AREA DEDICATED TO THE HOME OCCATION: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be any form of <input type="checkbox"/> <u>external</u> construction or <input type="checkbox"/> <u>internal</u> remodeling work involved in establishing the Home Occupation? If so, PLEASE DESCRIBE:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this home occupation involve online sale of goods? If yes, than I certify (with exception to online sales), that there will NOT be any direct exchange of wholesale, and/or retail sales of goods from said premise, which is strictly prohibited.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I certify that the property will NOT contain any outdoor displays or storage of goods, equipment or services associated with the home occupation.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I certify that the number of patrons of home occupation will be limited to two (2) at any one time and that the number of patron vehicles shall not exceed two (2) at any given time.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I certify, that the home occupation shall not be a nuisance or cause any undue disturbance in the neighborhood (e.g. excessive deliveries UPS, Fed Ex); and that no equipment or processing shall be used in connection with the home occupation that creates noise, vibrations, glare, fumes, odors, or electrical interference off-premise.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you install a sign to identify the business name? If so, provide sketch plan of proposed sign. I certify that only one (1) non-illuminated sign not to exceed two (2) square feet in sign face area is permitted and that the sign shall be mounted flat against the wall of the principal building in which the occupation is conducted.
<input type="checkbox"/> Yes <input type="checkbox"/> No	How many vehicles will be dedicated and used in connection with the home occupation: _____ I certify that only two (2) vehicles shall be permitted and used in connection with the home occupation; and that said vehicles shall be parked or stored on premise.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do the vehicles associated with the home occupation display any form of advertisement on them? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, I certify that outside of normal business hours, said vehicles shall be parked in an enclosed garage or screened so it is not visible to adjacent and/or neighboring properties.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I certify that there shall not be at any one give time, more than three (3) vehicles located on premise that are associated with the home occupation business.

PERMITS REQUESTED / FEES

Permits	Fees
<input type="checkbox"/> Zoning	\$ 25.00
<input type="checkbox"/> Business License	\$
<input type="checkbox"/> Other:	\$

SIGNATURES:

I HEREBY CERTIFY THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND THAT ALL WORK WILL COMPLY WITH THE SOUTH CAROLINA STATE BUILDING CODE AND ALL OTHER APPLICABLE STATE AND LOCAL LAWS.

I ALSO CERTIFY, UNDER PENALTY OF PERJURY THAT I HAVE OBTAINED ALL CERTIFICATIONS, LICENSES, PERMITS, OR OTHER REQUIRED DOCUMENTATION THAT IS NEEDED IN ORDER TO CONDUCT THIS BUSINESS, OR LICENSED PROFESSION, WITHIN THE MAULDIN CITY LIMITS.

TOTAL FEE

Total Fee	\$
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IF APPLICANT IS LEASING SAID PROPERTY, PROPERTY OWNER'S SIGNATURE IS ALSO REQUIRED.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

EMAIL

PHONE

DATE

