



**APPLICATION FOR  
HOME OCCUPATION PERMIT**  
DES MOINES COUNTY, IOWA

APPLICATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME OF APPLICANT	PHONE NUMBER
NAME OF BUSINESS OWNER <i>(if different)</i>	PHONE NUMBER
ADDRESS <i>(Street, City, Zip Code)</i>	
E-MAIL <i>(optional)</i>	

NAME OF BUSINESS	
TYPE OF BUSINESS	NUMBER OF ADDITIONAL EMPLOYEES <i>(Do they reside on the property?)</i>
BUSINESS INFORMATION	
BUSINESS SIGN? <input type="checkbox"/> YES <input type="checkbox"/> NO	SIZE OF SIGN <i>(if applicable)</i> :
LOCATION OF SIGN <i>(if applicable)</i> :	
FLOOR AREA DEVOTED TO BUSINESS:	
PARKING AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF PARKING SPACES:
DESCRIBE PROPOSED BUSINESS ACTIVITY, DAYS, AND HOURS OF OPERATION	

PERMITTED ACCESSORY USE – No Fee  OR SPECIAL USE – \$150 Fee

## REQUIREMENTS FOR HOME OCCUPATION PERMIT

- The business shall be clearly incidental and secondary to the use of the property as a residence.
- The business shall be conducted by a member(s) of the household residing within the dwelling on the property, and in the case of Home Occupations that are considered a Special Permitted Use, no more than two (2) employees that do not reside on the property.
- The business shall not generate excessive traffic, noise, odors, or electrical disturbances that would adversely impact the owners and occupants of neighboring properties.
- The business shall be conducted entirely within the dwelling or an accessory building located upon the property, apart from the minimal, incidental outdoor storage of items in inconspicuous locations that are fully screened from public view by fencing, landscaping or similar visual barriers.
- The outdoor storage of machinery, vehicles and other items pertaining to the business shall only be allowed if it is kept to a minimal amount and located in inconspicuous locations, so as to not be readily visible from outside the property.
- No more than one identification sign shall be displayed upon the lot, subject to the following requirements:
  - Contains only the name of the business and/or a description of the nature of the business.
  - The sign shall be no more than 16 square feet in size, 4 feet in height, or 4 feet in width.
  - The sign shall not be placed on County or State Road right of way.
  - The sign shall not be illuminated.
- For home occupations where customers are regularly present on the premises, customer parking shall be provided and be inconspicuous as possible on the premises.
- Water, sewer and waste disposal systems shall meet all current state and local codes and requirements.

An application is hereby made for the approval of a Home Occupation Permit.

Signature of Applicant: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

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

**\*\*This Home Occupation Permit shall remain in effect for 5 years following the date of approval, and must be renewed at such time in order to maintain Zoning compliance.\*\***

**Note:** For the specific regulations, please refer to the Des Moines County Zoning Ordinance. Submittal of an application does not guarantee approval.



RETURN COMPLETED FORM TO  
Des Moines County Land Use Administrator  
c/o SEIRPC  
211 North Gear Avenue, Suite 100  
West Burlington, IA 52655

Questions? Call: (319) 753-4313 or 753-4321