

### Office Use

Permit No.: \_\_\_\_\_  
Zoning ID: \_\_\_\_\_  
Zoning Name: \_\_\_\_\_  
Tax District: \_\_\_\_\_  
Map No.: \_\_\_\_\_  
Fee: \_\_\_\_\_

## APPLICATION FOR HOME OCCUPATION LEVEL I

Home Occupation Level I Application Fee: \$25.00

Specific requirements and specifications may be found in Section(s) 2250.02 of the Zoning Ordinance.

**Date of Submittal** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Property Owner:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

### Agent (if applicable):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

### Legal Description of Property:

(You can use either the Street Address or the District, Map and Parcel No.)

Tax District	Tax Map	Parcel No.	Parcel Size (acres or sq. ft.)
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\_\_\_\_\_  
Street Address (Street, City, State, Zip Code)

### Land Use District Designation(s):

\_\_\_\_\_

### Present Land Use of the Property:

\_\_\_\_\_

### Total Land Area:

\_\_\_\_\_

### Business Name:

\_\_\_\_\_

### Type of Business:

\_\_\_\_\_

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I understand that applying for a Home Occupation does not guarantee approval and that the fee associated with the application is non-refundable.

**I understand that my presence is mandatory at any meetings regarding this application.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# MCPC

MONONGALIA COUNTY PLANNING COMMISSION  
243 High Street, Rm 110, Morgantown, WV 26505  
Phone 304.291.9570 Fax 304.291.9573 www.moncpc.org

## Office Use

Permit No.: \_\_\_\_\_  
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**Home Occupations are defined as any activity carried out for gain by a resident and conducted as a customary, incidental, and accessory use in the resident's dwelling.**

**The following standards and requirements must be met in order to receive home occupation permit approval. Please describe how each standard and/or requirement shall be met.**

1. The occupation must be conducted by a full-time resident of the property and up to two (2) nonresident employees.

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2. The use may only be conducted wholly within the dwelling unit and may not exceed twenty-five percent (25%) of the floor area of the dwelling unit.

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3. There may be no change in the outside appearance of the building or premises or other visible evidence of the conduct of such home occupation other than one home occupation sign, not exceeding three square feet in area, non-illuminated.

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4. All parking generated by the conduct of such home occupation must be met off street and other than in a required front yard.

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5. The conduct of the occupation is clearly incidental and subordinate to the use of the dwelling unit as a residence.

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6. No equipment or process shall be used which creates offensive manifestations by sight, sound, or smell detectable to the normal senses, or electrical interference or vibrations perceptible, outside the dwelling unit.

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7. Occupation may not include the storage of firearms and ammunition (other than resident's hunting, protection, and leisure weapons).

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### HOME OCCUPATION - SITE PLAN AND REQUIRED DOCUMENTS:

1. **A site plan, drawn to scale (1"=20' preferred), that includes the following:**
  - a) Date, north point;
  - b) Boundary lines of site, including all property lines;
  - c) Locations and dimensions of all existing structures and drives;
  - d) Adjacent roadways;
2. **Floor Plan of Residence** (showing the total square footage for the residence and the location and square footage of the area to be used for the business);
3. **Current photographs of property;**
4. **Location map;**
5. **Written description of business operation** (including, but not limited to, all services and activities to be performed in the residence, type and location of products and/or equipment to be located in the residence, number of employees, and methods of contacting and meeting customers);