



Application for Home Business / Occupation License (New)

Federal ID # _____

Legal Name of Business _____

Common Name of Business (Doing Business as DBA) if different from above:

Detailed Description/Type of Business (Interior design, etc.):

Will the home-based business generate any traffic? Yes ___ No ___ If yes, how many trips per day to/from the site will be generated? _____ What kind of traffic will be generated due to the business?

(Ex: employees, customers, deliveries etc.) _____

Note: The business can generate no more than 6 round trips by vehicle per day.

List vehicle(s) make and model associated with the business (if applicable):

Year	Make	Model	Color	Weight	Length	Height

Location of business-related parking: _____

Square footage used for the business: _____

Note: The area cannot exceed 25% of the total floor area, including the garage and basement.

What area(s) of the home is used for the business: _____

Number of employee(s), separate from those who reside at the home, that will work from this location or that may come to this location: _____

Will there be any indoor storage of goods, materials, tools, etc.? **If biohazardous provide specific details (what and how stored):**

Do you anticipate delivery/pick up of goods at your home? If yes, what type of delivery vehicle will be used and at what frequency: _____

Hours of Operation: Days of the Week _____ Hours _____

Are there, or will there, be other businesses operating from this address? Yes ___ No ___



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If yes; Name of additional business(es): _____

Nature of additional business(es): _____

Business Opening Date in Lenexa (month/year): _____ Business Physical Address:

Address

City

State

Zip

Business Mailing Address :(if different from physical – PO Box, etc.)

Address

City

State

Zip

Business Phone # _____ Home or Cell # _____

Email: _____

Website Address: _____

Emergency Contact: _____ Phone # _____

By signing below and initialing the following page(s), you affirm that the above statements are true and correct, and acknowledge you have received and read the Lenexa City Code, Article 4-1-B-24-F-8, and agree to comply with all City of Lenexa requirements for home occupations/businesses.

PRINT name of Owner(s) or Corporation: _____

Authorized Signature _____

Title: Owner, Partner, etc. _____

Landlord's Signature: _____

By signing, you acknowledge your approval of the business and will comply with all Lenexa requirements.

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- A. Home occupations are permitted as accessory uses within principal residential dwellings provided they meet all the following conditions and other requirements of the district in which located:
1. The home occupation must be clearly incidental and secondary to the primary residential use of the dwelling.
 2. The home occupation must not change the outside appearance of the dwelling or be visible from the street. Exterior signage is limited to One non-illuminated facade sign not more than 1 square foot in area, mounted on or adjacent to an entrance to the building, indicating a permitted home occupation to those at or approaching the door. The sign color shall be compatible with the house color.
 3. The home occupation must not generate traffic, parking, sewerage or water use in excess of what is normal in the residential neighborhood.
 4. The home occupation shall not create a hazard to person or property, result in electrical interference, or become a nuisance in the neighborhood.
 5. No outside storage of any kind related to the home occupation shall be permitted.
 6. No more than 25% of the gross floor area of the dwelling unit shall be used for the operation of the home occupation.
 7. No more than one (1) other person in addition to members of the family residing on the premises shall be engaged in the home occupation at the place of residence.
 8. Commercial vehicles related to the home occupation may only be at the residence up to two hours per day for the sole purpose of loading/unloading, as defined by Lenexa City Code Article 3-8-B-7-B.
 9. No retail sales are allowed on the premises in conjunction with the home occupation unless clearly incidental to the home occupation.
 10. Home occupation shall have all licenses(s) mandated by applicable local, state, and/or federal laws.
- B. Customer and client contact shall be primarily by phone, electronic mail or parcel post and not on the premises of the home occupation, except those home occupations such as tutoring, teaching, day care, or personal services which cannot be conducted without personal contact and as permitted herein.
- C. Any proposed home occupation not specifically prohibited shall be permitted provided that all conditions listed above are observed. If, however, any one of these performance standards has the potential of being violated due to the nature of the home occupation, the Community Development Director shall retain the authority to deny the home occupation. Further, if after establishment of a home occupation, any one of the conditions listed above is violated, a complaint may be issued by the City and court action taken to insure compliance with the conditions. The City retains the authority to revoke an occupational license and any approval associated therewith at any time when the above stated conditions are violated.

_____ **Applicant Initials**