



Home Occupation Registration Application

110 W. Maddux St., Ste. 215, Branson, MO 65616
417-337-8549/Fax 417-334-2391

Office Use Only
Application Number
HOC
Date Applied

Property Information

911 Property Address _____

Property Owner _____ Owner is applicant

Contact Name _____ Email _____

Mailing Address _____ Phone _____

Applicant Information (if different from property owner)

Name _____ Email _____

Mailing Address _____ Phone _____

Permitted Home Occupations

Check the box that describes the home occupation and complete the attached worksheet.

- Home arts/crafts:** The preparation of small arts/crafts items for off-site display and sale, including ceramics with a maximum kiln size of six cubic feet and including dressmaking/sewing with a maximum of three machines, shall be permitted, provided that all ordering, fittings, and deliveries are conducted off-site. The preparation or creation of larger items requiring frequent delivery of materials, movement by vehicles other than passenger vehicles, larger or noisier equipment, or storage does not exceed the limitations within this section.
- Home instruction:** Individual tutoring or lessons in art, dance, music, swimming or similar activities are permitted, provided that a maximum of six students per day shall be permitted at the premises.
- Home office:** An office for the clerical and administrative purposes of receiving mail and telephone calls, maintaining records, and similar functions.
- Off-site sales offices:** An office for direct sales distribution (Amway, Avon, Tupperware, etc.), for manufacturer's representatives, and other similar activities provided that all sales are conducted off-site, and that storage and deliveries do not exceed the limitations within this section.
- Off-site services offices:** An office for services provided off-site, including but not limited to such activities as house cleaning service, yard/garden service, locksmiths, appliance repair, contractors, and similar activities, provided that all services are provided off-site, that storage does not exceed the limitations within this section, that no other employees regularly visit the premises, and that no more than one commercial vehicle is parked at the residence on a regular basis.
- Professional services:** An office/studio for engineers, drafting and similar services provided that client consultation is conducted off-site.

In signing this application, the applicant acknowledges all information provided is complete and accurate. The applicant also agrees to abide by the regulations of the Branson Municipal Code.

Applicant Acknowledgment

Applicant Signature

Print Name

Date

OFFICE USE ONLY					
✓	Description	Comments	✓	Description	Comments
	Zoning District			Area of Home Occupation	
	Employees			Storage Area	
	Wall Sign			Active business permit	#
<input type="checkbox"/> Approved <input type="checkbox"/> Denied					
Reviewer time: _____		Approved by _____		Date _____	

Business Information

911 Property Address _____

Business Name _____

Type of Business: _____

Describe Business Activity: _____

Standards of Operations

1. Number of residents involved in the business: _____ (3 maximum)
2. Number of employees/partners residing elsewhere: _____ (prohibited in engaging in business at residence)
3. Will customers come to the residence to obtain your services or products? No Yes - prohibited
4. Size of residence/home: _____ sq. ft. Area to be used for business: _____ sq. ft.
5. Will an area be used exclusively for storage? No Yes: # of _____ cubic feet. (outside storage prohibited)
6. Will the residence have a sign advertising the home occupation? No Yes (see limitations below)

Performance Standards and Limitations

All home occupations shall comply with the following performance standards and limitations:

- Employees: No person other than an occupant of the residence shall be engaged in the home occupation at the residence, or shall visit the residence on a regular basis. No more than three occupants at a residence shall be engaged in home occupations.
- Space and location: The maximum area used for the home occupation shall not be greater than 25 percent of the living area of the residence; 500 square feet, including storage areas; or two rooms.
- Storage: The total area used exclusively for storage shall be no larger than 150 cubic feet. Outside storage in conjunction with a home occupation shall be prohibited.
- Alterations: No alterations of the residential appearance of the property for business purposes, such as the creation of a separate entrance, shall be permitted.
- Equipment: The installation, storage or use of any equipment or machinery not normally found in a household or general office shall be prohibited.
- Sales and display: Direct, on-site sales, retail or wholesale, and the display of goods or products on the premises shall be prohibited.
- Nuisances: The creation of noise, odors, vibrations, glare, fumes or electrical interference which is detectable to normal sensory perception outside the structure shall be prohibited.
- Deliveries: No deliveries related to the conduct of the home occupation shall be permitted by vehicles of more than two axles.
- Traffic: Home occupations shall not involve the regular visits of clients, other employees, or any other persons to the residence due to the conduct of the home occupation.
- Advertising/signs: Home occupations are permitted one on-premises wall sign for each side of the home that faces a public street. The sign shall be no more than three square feet, and shall not be illuminated.
- Vehicles: Vehicles supporting the home business must be parked in the driveway and not on the street. This includes vehicles such as taxi cabs, day care vans, catering trucks or locksmith trucks.