



St. Mary's County Department of Land Use and Growth Management

23150 Leonard Hall Drive, Leonardtown, Md. 20650
Phone (301) 475-4200, ext. 1500 Fax (301) 475-4672

HOME OCCUPATION PERMIT CHECKLIST



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

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Are you the property owner? Yes \_\_\_\_\_ No \_\_\_\_\_ (owner's written notarized authorization required)

Do you reside at the property? Yes \_\_\_\_\_ No \_\_\_\_\_

Map \_\_\_\_\_ Grid \_\_\_\_\_ Parcel \_\_\_\_\_ Lot \_\_\_\_\_ Zoning \_\_\_\_\_

Type of Business: (Be Specific) \_\_\_\_\_

Will customers come to the home? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe products to be sold on the premises: \_\_\_\_\_

Office use only? Yes \_\_\_\_\_ No \_\_\_\_\_

How large is the area to be used for the home occupation? \_\_\_\_\_ square feet

Where will equipment used for the home occupation be stored? \_\_\_\_\_

How will equipment be screened from view from adjoining road(s) and property lines? \_\_\_\_\_

Describe any change to the outside appearance of the dwelling or premises that will result from the home occupation: \_\_\_\_\_

Note: One sign up to 6 square feet in size is permitted. (Up to five square feet is approvable with this application)

A separate application is required for signs over five square feet!

Other than residents of the dwelling, how many persons will work on site in the conduct of the home occupation?

How many off-street parking spaces will be provided? \_\_\_\_\_

Describe any equipment or process used which will create noise, vibration, glare, fumes, odor or electrical interference detectable beyond the boundaries of the lot:

Will the home occupation involve on site funeral services, motor vehicle repair, auto body work, animal sales and services, or food and beverage sales? Yes \_\_\_\_\_ No \_\_\_\_\_

Business vehicles parked on site? Yes \_\_\_\_\_ No \_\_\_\_\_

Signage? Yes \_\_\_\_\_ (s.f) No \_\_\_\_\_

Commercial vehicles? Yes \_\_\_\_\_ No \_\_\_\_\_

Storage of materials or equipment? Yes \_\_\_\_\_ No \_\_\_\_\_

Sales or services on the premises? Yes \_\_\_\_\_ No \_\_\_\_\_

Business License? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimate customer traffic per week? # \_\_\_\_\_

**Home Occupation.Accessory Standards:**

- \_\_\_\_\_ There shall be no stock-in-trade other than products fabricated on the premises.
- \_\_\_\_\_ A home occupation may be conducted entirely within a dwelling or within an accessory structure. A home occupation may not exceed 200 square feet in residential or mixed use districts or 500 square feet in the RPD or RSC (Not permitted in RCL, CC, I or OBP districts).
- \_\_\_\_\_ No outdoor storage of equipment used for the home occupation shall be permitted in areas visible from adjoining roadways or parcels in residential use.
- \_\_\_\_\_ There shall be no change in the outside appearance of the building or premises and the existence of a home occupation shall not be apparent beyond the boundaries of the site except for one sign which shall not exceed 12 square feet.
- \_\_\_\_\_ The maximum number of persons other than residents of the dwelling who can be employed on-site or report to work at the site in the conduct of a home occupation is two in residential or mixed use districts or three in RPD or RSC zones.
- \_\_\_\_\_ No more than 10 off-street parking spaces may be provided.
- \_\_\_\_\_ No equipment or process shall be used that creates noise, vibration, glare, fumes, odors, or electrical interference detectable beyond the boundaries of the lot.
- \_\_\_\_\_ Funeral homes, motor vehicle repair, auto body work, animal sales (except for animal grooming) and services and food and beverage sales shall not be permitted as on site home occupations.