



**PLANNING & COMMUNITY DEVELOPMENT
INSPECTIONS DIVISION
1400 SCHERTZ PARKWAY
BLDG #1
SCHERTZ, TEXAS 78154-1634**

HOME OCCUPATION PERMIT APPLICATION

\$35.00 Annually

In accordance with City of Schertz Ordinance 87-S-1, I request that I be authorized to operate a home occupation business. I understand that:

This application must be reviewed and approved by the Director of Development and/or Chief Inspector.

If this application is approved, I will be required to pay an annual permit fee of (\$35.00) as stated in the current fee schedule; permits expire December 31 of each year. This payment will be due in January of each year as long as I operate a home occupation.

If I change the home occupation, I will be required to submit a new application for the new home occupation.

If and when I cease to operate the occupation, I will be required to submit a new application for the new home occupation.

A person having an approved home occupation permit may display a nameplate on the face of the building or porch. Then nameplate may contain *only* the name of the person. It shall be attached directly to, and parallel to the face of the building or porch. It shall not exceed one (1) square foot in area, shall not be illuminated in any way, and shall project not more than six (6) inches beyond the building or porch. This is the only form of advertising sign authorized. No permit is required.

A home occupation is defined as; Any occupation or activity carried on by a member or members of the immediate family, residing on the premises, in connection with which there is no advertising sign used other a personal family name plate not more than one (1) square foot in area, or no display that will indicate from the exterior that the building is being used in part of any purpose other than that of dwelling; there is no commodity sold upon the premises; no person is employed other than a member of the immediate family residing on the premises; and no mechanical equipment is used except of a type that is similar in character to that normally used for purely domestic or household purposes or mechanical that may be used in conjunction with the home occupation cited in Article XXVI, Section 4.2, Zoning Ordinance 87-S-1.

To support my application, the enclosed information is provided.

Signature of Applicant

Date

For official use only: Permit #: _____ **Paid Date:** _____



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(210) 619-1750, <http://schertz.com/>**

Home Occupation Permit Application

Complete name, address and phone number of applicant: _____

Do you own or rent the property at the above address? _____

Complete description of home occupation to be performed: _____

Name and relationship of person(s) to be employed in the home occupation:

Are there any state or federal license, permits, etc required to perform this home occupation? If so, specify. _____

Estimated additional street parking that will be required to support this home occupation:

Will the home occupation be performed with in the residence, garage, or separate building?

Specify. _____

From the facility being used, what is the shortest distance from the facility to the nearest property line (neighbor)?

To the best of your knowledge, do any property owners on either side of you property oppose your house occupation? Have you discuss you proposed home occupation with these property owners?

Please provide the number of days per week you will operate your homes occupation, specific days, and the normal operating hours each days: _____

Has the City of Schertz ever denied you authorization for a home occupation? If so, when?

Please use the space below and the backside for any additional information that will support your application. Use additional pages if required. _____