

ACCOUNT #	CITY OF LONG BEACH, MISSISSIPPI	APPLICATION YEAR 20____ THRU 20____
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APPLICATION FOR HOME OCCUPATION

PHYSICAL ADDRESS: 201 JEFF DAVIS AVENUE LONG BEACH, MS 39560	PHONE: (228) 863-1554 FAX: (228) 863-1558	MAILING ADDRESS: POST OFFICE BOX 929 LONG BEACH, MS 39560
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<input type="checkbox"/> NEW LICENSE	<input type="checkbox"/> LICENSE RENEWAL	<input type="checkbox"/> INFORMATION CHANGE	<input type="checkbox"/> CLOSE BUSINESS
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PROPERTY INFORMATION

PART 1	PHYSICAL STREET ADDRESS: _____ TAX PARCEL # _____ BUSINESS PHONE (Include area code): _____
	Are you the legal owner of the above property? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, written consent from the owner is needed. Please provide a statement that no person, not listed on this application, has any interest in the title in or to the property.
	PROPERTY OWNER NAME: _____
	PROPERTY OWNER MAILING ADDRESS: _____ CITY _____ STATE _____ ZIP CODE _____

BUSINESS INFORMATION

PART 2	BUSINESS NAME / DBA: _____ BUSINESS PHONE: _____
	BUSINESS MAILING ADDRESS: _____ CITY _____ STATE _____ ZIP CODE _____
	DESCRIPTION / TYPE OF BUSINESS: _____
	BUSINESS START DATE: _____ STATE TAX ID # _____ FEDERAL TAX ID # _____ SSN (If you do not have a state tax ID) _____

Is a vehicle or trailer is used? _____ If yes, then approval must be granted by the Planning Commission.

Vehicles and Trailers: all allowable home occupations listed herein, in which use of any vehicle or trailer is required, shall require approval of the Planning Commission. The applicant for approval shall submit to the Planning Commission a site plan that will detail the property dimensions, abutting streets, all buildings, driveways and proposed parking of all vehicles. The site plan will address where vehicles, equipment and supplies will be stored. The business shall be limited to one (1) work vehicle (no greater in capacity of size and weight than a one-ton pick-up truck) and one (1) trailer (no longer than twenty-four (24) feet). A work trailer must be parked in the rear of property, only, and screened from view of adjacent neighbors. Storage of equipment or supplies must be kept within the confines of the work vehicle, trailer, or the principle structure. No repairs of equipment or vehicle for the business will be conducted on the property. The business must comply with all other zoning and building code requirements.

ADDITIONAL INFORMATION

- **OWNERSHIP:** Please provide a recorded warranty deed or current lease; if such dwelling is being leased/rented a written letter from the landlord granting permission must be attached to this application.
- **FEES:** Attach a check in the amount of \$80.00, this is the application fee for the Home Occupation, checks should be made payable to the **City of Long Beach**. Your privilege license will cost you \$20.00.
- **MEETING** (if needed): You must attend the Planning Commission meeting, not attending may cause your application for home occupation to be denied or withheld.
- **INCOMPLETE** applications will not be processed.

AFFIDAVIT

I hereby certify that I have read this application and that all information contained herein is true and correct; that I have been given a copy of Section 127. HOME OCCUPATIONS of the Unified Development Ordinance 598 (see back) and that I agree to comply with all applicable codes, ordinances and state laws.

PRINT NAME: _____	SIGNATURE _____	DATE _____
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FOR OFFICE USE ONLY

Date Received	Zoning	Year	Bill	Amount Due	Check Number
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HOME OCCUPATION RULES / REGULATIONS

Section 127: Home Occupation

- (a) A home occupation is an Accessory Use of a Dwelling Unit, for gainful employment involving the manufacture, provision, or sale of goods and/or services.
- (b) It is the intent of this Section to eliminate as home occupation all uses except those that conform to the standards set forth herein. These standards are intended to insure compatibility with other permitted uses and with the Residential character of Long Beach Neighborhoods.
- (c) Home Occupations are permitted as Accessory Uses to Dwelling Units subject to the following conditions.
 - (1) No Person other than members or the immediate family occupying such Dwelling shall be employed. This does not apply to customary household or yard help.
 - (2) No alteration of the Principal Building shall be made which changes the character thereof as a Dwelling.
 - (3) No use shall require the use of material or mechanical equipment that would change the fire rating of the structure or the fire zone in which the structure is located.
 - (4) No Home Occupation shall cause an increase in the use at any one or more utilities (water, sewer, electricity, telephone, garbage, etc.) so that the combined total use for Dwelling and Home Occupation purposes materially exceed the average for residences in the Neighborhood.
 - (5) There shall be no outside storage of any kind related to the Home Occupation.
 - (6) The use shall not generate pedestrian or vehicular traffic beyond that reasonable to the Zone District in which it is located. The Home Occupation shall be conducted entirely within the Principal Building that is used as the Residential Dwelling.
 - (7) No stock in trade (except articles produced by the members of the immediate family residing, on the premises) shall be displayed or sold upon the premises.
 - (8) No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average Residential occupancy in the Zone in question under normal circumstances wherein no Home Occupation exists.
 - (9) There shall be no Signs other than those permitted in the Zone in which the Home Occupation is located.
- (d) The following home occupations are permitted by right but if any vehicle or trailer is used, then approval must be granted by the Planning Commission pursuant to the Subsection . Uses allowed: artists; sculptors; authors; composers; dressmakers; seamstresses; tailors; family day care; limited to no more than three (3) children; office of a minister, rabbi or priest; office of a salesman or sales representative, provided no retail or wholesale transactions are made on premise; individual tutoring; individual stringed instrument instruction; maid or home cleaning; lawn care/gardening service.
- (e) Home office in which work for compensation or without compensation is undertaken, including, but not limited to receiving or initiating correspondence, such as phone calls, mail, faxes, or email; preparing or maintaining business records; and word and data processing or personal services is allowed.
- (f) Personal instruction or personal services in which customers or students visit the home by appointment only, and services is provided on a one-on-one basis is allowed. No adult entertainment activities shall be allowed as a home based business/occupation.
- (g) Sales of a specific product in which members of the immediate family are employed, but which offer for sale stock in trade which is obtained from national franchise entity is allowed. Sales of products may be by delivery only. Examples of this type of home occupation include Amway, Tupperware, Mary Kay Makeup and similar products.
- (h) Vehicles and Trailers: all allowable home occupations listed herein, in which use of any vehicle or trailer is required, shall require approval of the Planning Commission. The applicant for approval shall submit to the Planning Commission a site plan that will detail the property dimensions, abutting streets, all buildings, driveways and proposed parking of all vehicles. The site plan will address where vehicles, equipment and supplies will be stored. The business shall be limited to one (1) work vehicle (no greater in capacity of size and weight than a one-ton pick-up truck) and one (1) trailer (no longer than twenty-four (24) feet). A work trailer must be parked in the rear of property, only, and screened from view of adjacent neighbors. Storage of equipment or supplies must be kept within the confines of the work vehicle, trailer, or the principle structure. No repairs of equipment or vehicle for the business will be conducted on the property. The business must comply with all other zoning and building code requirements.
- (i) Prohibited Home Occupations include the following: Auto repairs, minor or major; barber shop or beauty parlor; dance instruction; upholstery; stables or kennels; restaurants; tourist homes; veterinary clinics or hospitals; private schools with organized classes; gift shops; medical or dental clinic or hospitals; medical offices; dental offices; painting of vehicles, trailers, or boats; photo developing; photo studios; radio or television repair; cabinet shops and any activity that is considered an "adult only" business.
- (j) Home Occupation Fee: A fee is hereby established to cover all administrative costs associated with monitoring compliance with the City codes and ordinances required by Home Occupation Permits. Such costs will include, but shall not be limited to, visits, conferences, telephone, computer, city vehicles, city staff (i.e., secretarial, inspectors), appointed or elected officials, consultant, city attorney and any other normal overhead expense. In addition, there will be increased costs to the city in lost commercial value of a building the community's economic vitality.

Based on this increased cost to the city, said annual administrative fee shall be determined by the Mayor and Board of Aldermen. Upon filing for a Home Occupation, applicant shall pay for the first year fee amount with the application. The administrative fee shall be paid each following year at the renewal of the City Privilege License. Failure to pay said fee will result in automatic termination of said home occupation. All previous granted home occupations shall be required to pay the administrative fee at the time of renewal of the existing privilege license; renewal is due one year from the date he initial license is granted and yearly thereafter.