



SUPPLEMENT FOR HOME OCCUPATIONS

Please be as specific as possible when filling out this supplemental information sheet. If more space is needed, please attach additional sheet(s). **Zoning approval is necessary before your Sales/Use Tax License can be issued. Please complete this form and email it back to the Planner who sent you the request.**

Business/Owner Name	Account No.
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1. Please describe the business that will be conducted from your residence.

2. Does the business include any retail sales? If so, please explain in detail how any retail sales for the business will be conducted (i.e. mail order, trade shows, internet sales). **(Please keep in mind that retail sales are not allowed from your residence.)**

3. What is the total square footage of your residence? Where in your residence will the business be conducted (i.e. garage, basement, spare room)? How many square feet of your residence will you be using specifically for the business?

4. How many employees will you have (please include yourself as an employee)? Please explain if your employee(s) will be working from another location, or if your employee(s) will be working from your residence (where the business is located).

5. Does the business require storage of any equipment and/or materials? If so, where will these items be stored at your residence?

6. Will there be any commercial vehicles used for the business? If so, how many commercial vehicles will be used, and where will these vehicles be parked and/or stored?