

**CITY OF BETHANY
APPLICATION FOR LICENSE
HOME OCCUPATION**

INSTRUCTIONS TO APPLICANT:

1. Provide all information requested on this form.
2. Once all information is complete, return this form to the City of Bethany Community Development Department, 6700 NW 36th, PO Box 219, Bethany, OK 73008. You are encouraged to visit or call Department Staff if you need assistance. Office hours are 8:00-5:00 P.M. Telephone Number: 789-6005.
3. Provide any additional information required by this form.
4. When your application has been reviewed and approved, City Staff will contact you.
5. A license will be issued once the license fee has been paid. License fee is \$25.00 per fiscal year. Renewal is July 1.
6. Review Section 159.002 HOME OCCUPATION of the Bethany City Code (attached).

PLEASE COMPLETE THE FOLLOWING: (Print or Type) Date: _____

Applicant(s) Name: _____

Applicant(s) Home Address: _____

Name of Business: _____

Business Address: _____

Home Phone #: _____ Work Phone #: _____

Oklahoma Tax Number: _____

1. How many persons will be involved or employed in this business?
_____. Are they family members who live on the premises? _____
If no, explain: _____
_____.
2. What type(s) of products will be sold, serviced or repaired in the conduct of the home occupation? _____
_____.
3. Describe any physical alterations to the home or premises that might be required to conduct the home occupation: _____
_____.

4. Describe what rooms will be used in the conduct of the home occupation and how these rooms will be used (for example: garage to be used to store supplies, den will contain desk and file cabinets, etc.): _____

5. Is a sign necessary or proposed for the home occupation? _____
 - a. How large will it be? _____
 - b. Where will it be located? _____
 - c. What message will be contained on the sign? _____

6. Will any part of the home occupation, including storage, be conducted outside the dwelling structure? _____
If yes, please explain: _____

7. Will customers or clients come to the home to obtain any product or utilize any service connected with the home occupation? _____ If yes, how many do you expect during one day? _____
8. Will the home occupation involve the use of commercial vehicles for delivery of materials to or from the premises? _____
9. Describe any mechanical and/or electrical equipment, if any, that will be necessary for the conduct of the home occupation: _____

I hereby certify that all of the above statements are true to the best of my knowledge and belief.

Signature: _____

Date: _____

TO BE COMPLETED BY STAFF

Approved: _____

Denied: _____

Date: _____

Comments: _____

*****IMPORTANT! PLEASE READ*****

The conduct of any Home Occupation within the City of Bethany is subject to the provisions of the following Sections of the Code of Ordinances:

SECTION 159.002 HOME OCCUPATION: A business which is carried on in a dwelling unit provided that:

- (1) The business shall be restricted to the providing or performance of services. No on-site wholesale or retail sales shall be permitted.
- (2) The following businesses shall not be eligible for classification as a **HOME OCCUPATION**:
 - (a) Beauty or barber shop;
 - (b) Nursing home or clinic;
 - (c) Doctor's or dentist's office;
 - (d) Day care center; or
 - (e) The repair of vehicles owned by someone other than the occupant.
- (3) No person other than members of the family residing on the premises shall be engaged in the business.
- (4) The home occupation shall have dedicated to its use not more than (20%) of the gross floor area of the dwelling unit.
- (5) The home occupation shall not be conducted in an accessory building.
- (6) No mechanical equipment shall be used in the business, except for such as is normally used for domestic purposes.
- (7) There shall be no change in the outside appearance of the dwelling unit or any other aspect of the premises which would provide visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated and mounted flat against the wall of the dwelling unit.
- (8) There shall not be more than one customer vehicle at a time parking off-street and no customer parking shall be permitted in the street right-of-way.
- (9) A license shall be obtained and a tax paid, as required in Section 110.02.

I have thoroughly read Section 159.002 HOME OCCUPATION, understand its qualifications, and further understand that any non-compliance to any of these requirements will result in the voidance of the license.

APPLICANT