



St. Charles Parish
Department of Planning & Zoning
HOME OCCUPATION PERMIT

OFFICE USE

Submittal Date _____
Received By _____
Receipt # _____
Case # _____

Admin ☐ Commission ☐

APPLICANT INFORMATION

Name: _____
Home Address: _____
Mailing address (if different): _____
Phone: _____ Email: _____

BUSINESS INFORMATION

Business Name: _____
Description of proposed business/business activities:

Are state or federal permits/licenses required for your proposed business? ☐ YES ☐ NO

☐ If YES, please list the agency/office involved: _____

*Business requiring specialized state or federal permitting/licensing/etc. are forwarded to the Planning Commission.

Additional Employees? ☐ YES ☐ NO If YES, how many? _____

Will customers/clients visit the residence for business purposes? ☐ YES ☐ NO

Any vehicles, trailers, equipment, materials, etc. used exclusively for business purposes? ☐ YES ☐ NO

☐ If YES, list those items below and include the location for where they will be parked/stored.

APPLICATION CHECKLIST (review process does not begin until all items below are submitted):

- ____ 1. Completed application, with notarized endorsement of all property owners (IF APPLICABLE)
- ____ 2. Act of Sale or Deed to the property (copies available at Clerk of Courts Office)
- ____ 3. Photographs of vehicles/trailers/equipment used exclusively for business purposes
- ____ 4. Application Fee: \$25 (Administrative), \$200 (Planning Commission)

HOME OCCUPATION PROCESS



¹ Administrative applications receiving objections during the notification period are forwarded to the Planning Commission. Sign posting for applications requiring Planning Commission hearing will occur 10 days before the meeting date.

² Proceed with the St. Charles Parish School Board for your Tax ID# and St. Charles Parish Sheriff's office for your Occupational License

Case # _____

HOME OCCUPATION REGULATIONS

Home Occupation: A business, profession, occupation, or trade conducted within the principle structure of a residential use by residents of the dwelling which is incidental and secondary to the residential use of the dwelling, does not change the essentially residential character of the use, and which complies with the requirements of Section XXII, Home Occupations, of the Zoning Ordinance.

Operational Regulations

1. No dump truck, bus, construction vehicle, semi-truck, or vehicle of similar nature shall be permitted to park on the subject property as part of a home occupation. Any vehicle or trailer that will be used in the operation of a home occupation must be documented with photographs as part of the application process.
2. There shall be no signs posted which indicate the existence of the home occupation.
3. No non-resident employees or contractors associated with the home occupation will visit the home for business purposes—this includes, but is not limited to, picking up work assignments, materials, or payment.
4. There shall be no outdoor storage of materials or products on the premises.
5. Indoor storage of materials/products shall not exceed 20 percent of the gross floor area of the dwelling.
6. The home occupation shall not eliminate or impede required off-street parking.
7. The home occupation shall not cause any external effect such as increased noise, excessive traffic, excessive lighting, or offensive odor, which is incompatible with the characteristics of the residential area, or in violation of any applicable governmental code. There shall be no illegal discharge of materials, fluids, or gases into the sewer system, or any other manner of discharging such items in violation of any applicable governmental code.
8. The resident(s) engaged in the home occupation shall possess all required licenses including a St. Charles Parish Occupational License and other state or federal permits or licenses.
9. No alcoholic beverages shall be sold, offered, or provided in a commercial capacity in the home where the occupational license is held, in connection with a home occupation.
10. Home occupation permits are not transferrable as to person or location.
11. Home occupation activities which include the manufacture/sale/repair firearms (or any related commercial activity) shall be prohibited in R-2 and R-3 residential zoning districts, and shall be additionally prohibited on residentially zoned lots which contain more than one dwelling unit.

I have read the above Operational Regulations for home occupations and acknowledge that violation of these Operational Regulations or any parish ordinance, state law, or special provision may result in revocation of the zoning compliance and occupational license for the business.

(Applicant signature)

(Date)

**I/we swear to be the sole owner(s) of the property in this request and endorse this application.
(COMPLETE IF BUSINESS OPERATOR IS NOT THE PROPERTY OWNER)**

(Signature)

(Print)

(Signature)

(Print)

(Notary signature & seal)

(Date)