



**BUILDING INSPECTIONS
CITY OF SOUTHLAKE
HOME OCCUPATION
CERTIFICATE OF OCCUPANCY REQUEST**

Project Address: _____
(Street address)

Subdivision: _____ **Block:** _____ **Lot:** _____

Property Owner or Landlord: _____ **Phone:** _____

Owner's Address: _____ **City:** _____ **State** _____ **Zip:** _____

Business Name: _____ **Phone:** _____

Business Owner or Manager Name: _____

Description of Business: _____

APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR A HOME OCCUPATION AS DEFINED IN THE SOUTHLAKE ZONING ORDINANCE AS FOLLOWS:

HOME OCCUPATION - An occupation wholly within a dwelling unit provided that:

- a. No person other than members of the family residing on the premises shall be engaged in such occupation.
- b. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five (25) percent of the floor area of the dwelling unit shall be used in the conduct of the home occupation;
- c. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding one square foot in area, non-illuminated, and mounted flat against the wall of the principal building;
- d. No home occupation shall be conducted in any accessory building;
- e. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard;
- f. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single family residence, or outside the dwelling unit if conducted in other than a single family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises;
- g. Home occupation uses shall not include beauty culture schools, barber and beauty shops, medical or chiropractic offices, or other uses of a similar nature and character.

SIGNATURE _____

DATE: _____

PRINT NAME: _____

Application is hereby made to occupy the premises as listed above according to the ordinances and codes of the City of Southlake. I understand it is a violation to occupy without a Certificate of Occupancy issued by the Building Official.

Office use
Approved BY: _____ **Date:** _____

BUILDING INSPECTIONS, 1400 Main St., Ste. 250, Southlake, TX 76092
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