



CITY OF CHOCTAW
 2500 N Choctaw Rd / PO Box 567, Choctaw, OK 73020
 Phone 405.390.2999 / Fax 405.390.3332

Cash
 Check _____
 Credit Card _____
 Permit # _____
 Received \$ _____
 Date: _____
 Receipt No. _____

HOME OCCUPATION PERMIT

Applicant Name: _____

Property Owner's Name: _____

Business Name: _____

Business Mailing Address: _____

Business Physical Address: _____

Business Owner's E-mail: _____

Owner Phone No.: _____

Owner Cell No.: _____

Fax No.: _____

Emergency No.: _____

State/Fed ID#: _____

Size of Identification Sign, if permitted: _____

Total Dwelling Sq Ft: _____

Sq Ft used for Business: _____

Number of Buildings on Property: _____

Number of Buildings to be used: _____

Will detached structure be used: Yes No

If yes, how many Sq Ft? _____

of Vehicles Entering Premise Daily : _____

of Parking Spaces Required: _____

Type of Use: _____

Number of Employees: _____

Describe activity: _____

Subdivision: _____ Lot: _____ Block: _____

Unplatted Tract: _____ Acres: _____ Section: _____ Township: _____ Range: _____

I hereby certify that the above information is true and correct; that I have read the notes and policies and procedures; that I will observe and conform to all codes and ordinances governing such business in the City of Choctaw.

 Signature of Owner or authorized agent

 Date

Home Occupation Permit Fees:

A. Home Occupation Type I

- 1. Permit Fee \$100.00
- 2. Renewal Fee \$ 30.00
(Yearly by June 30th)

B. Home Occupation Type II

- 1. Permit Fee \$360.00
- 2. Renewal Fee \$ 30.00
(Yearly by June 30th)

Home Occupancy Permit Checklist

County Parcel # _____

Permit No.: _____

Date: _____

Zoning District: _____

Other Permits Required:

- | | | | | |
|--|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Electric | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Heat/Air | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Flood | <input type="checkbox"/> Water | <input type="checkbox"/> Sewer | <input type="checkbox"/> DEQ | <input type="checkbox"/> OTC |
| <input type="checkbox"/> Road Cut/Bore | <input type="checkbox"/> Other _____ | | | |

Current Zoning: _____

Change of zoning required Yes No

New Required Zoning: _____

Specific Use Permit from Planning Commission required

Yes No

Planning Commission:

Approved Denied On: _____

Zoning/Development Center:

Approved Denied By: _____

Approved:

Type II

Yes No

Remarks: _____

POLICIES & PROCEDURES

Minor Home Occupation Type I

Minor home occupation (Type I) means a home occupation in which no persons other than members of the family residing on the premises are engaged in the occupation, which has no visible exterior evidence of the conduct of the occupation, which does not create need for off-street parking beyond normal dwelling needs, and in which no equipment is used other than that normally used in household, domestic, or general office use. A Type I Home Occupation shall:

1. Require the applicant to obtain a home occupation permit, which shall be renewed annually;
2. Be operated entirely within the applicant's dwelling;
3. Use not more than twenty-five percent (25%) of the floor area used for human occupancy (includes the basement and garage);
4. Not display any external evidence of an occupation outside the structure except as permitted in the residential district;
5. Not involve the use or storage of tractor trailers, semi-trucks, or heavy equipment such as construction equipment used in a business;
6. Include no retail selling of stocks or merchandise, supplies, or products, provided that orders previously made by telephone or at a sales party may be filled on the premises;
7. Produce no disturbing or offensive noise or obnoxious odors, vibrations, glare, fumes, or electric interference detectable to normal sensory perception outside the structure. No outside burning associated with the home occupation is permitted;
8. Not require any additional parking; and
9. Involve fewer than six (6) vehicles daily entering the premise.

The administrative procedure for a minor home occupation is as follows:

- a. Application;
- b. Decision by city manager or his designee;
- c. Notice of decision; and
- d. An appeal to the board of adjustment may be filed in accordance with § 12-123 of the city code of ordinances.

Major Home Occupation Type II

Major home occupation (Type II) means a home occupation in which not more than two (2) persons other than members of the family residing on the premises is employed on the premises, which has not more than one unilluminated sign as visible exterior evidence of conduct of the occupation, and which accommodates both dwelling and home occupation parking needs off the street. A Type II Home Occupation shall:

1. Type II Home Occupations are only permitted with a Specific Use Permit when located in the following residential districts: R-R, R-S, R-G and R-75;
2. Require the applicant to obtain a home occupation permit, which shall be renewed annually;
3. Be operated entirely within a residential structure or permitted accessory structure. Where a garage is used, additional off-street parking shall be provided in a manner not detracting from the character of the surrounding area;

4. Area allowed for a home occupation:
 - a. Platted areas:
 - i. Use no more than twenty-five percent (25%) of the floor area used for human occupancy (includes the basement and garage); and
 - ii. Use no more than four hundred (400) square feet of an allowed accessory structure;
 - b. Unplatted areas:
 - i. Use no more than twenty-five percent (25%) of the floor area used for human occupancy (includes the basement and garage); and
 - ii. Where an accessory building is used, other than for the storage of farm equipment or vehicles, the home occupation shall be limited to one thousand (1,000) square feet;
5. Require no remodeling of the exterior of the dwelling or the accessory structure that changes the residential character;
6. Limit any external evidence of an occupation to one identification sign not to exceed two (2) square feet in area;
7. Outdoor building identification and safety signage is required when chemicals and explosives are used in association with the home occupation;
8. Not involve the use or storage of heavy vehicles, gross or heavy equipment in accordance with § 12-226 of the code or involve warehousing or distribution. In no event can there be more than 4 business vehicles less than one and one-half (1-1/2) tons on the premise;
9. Not involve the outdoor storage of materials, equipment or debris associated with the home occupation;
10. Include no retail selling of stocks of merchandise, supplies, or products, provided that orders previously made by telephone or at a sales party may be filled on the premises;
11. Produce no disturbing or offensive noise or obnoxious odors, vibrations, glare, fumes, or electric interference detectable to normal sensory perception outside the structure. No outside burning associated with the home occupation is permitted;
12. Outdoor noise shall adhere to §10-308 of the City code, unless otherwise specified;
13. Involve fewer than ten (10) customers daily entering the premises;
14. Employ no more than two (2) persons in addition to those who are permanent residents of the dwelling; and
15. Provide a plan for any additional parking required, which shall be approved if:
 - a. The residential character of the parcel is not changed; and
 - b. The parking area does not detract from the visual appearance of the residence.

The administrative procedure with notice for a major home occupation is as follows:

- a. Pre-application consultation; and
- b. Specific Use Permit application.