

# Home Occupation Guidelines

As per Article VIII, Section 13 of the City of Enterprise Zoning Ordinance, the following shall apply to all home occupation businesses:

- No persons other than members of the family residing on the premises shall be employed by the home occupation.
- The home occupation must clearly be secondary and incidental to the use of the dwelling unit as a residence. No more than twenty-five percent (25%) of total heated and ventilated floor area, up to a maximum of 500 square feet, shall be devoted to the home occupation.
- The appearance of the dwelling unit shall not be altered; nor shall the home occupation be conducted in any way that would cause the premises to differ from its residential character and that of the immediate neighborhood.
- The home occupation shall be operated in or from the existing dwelling unit. The existing dwelling unit shall not be enlarged to accommodate the home occupation; nor shall any accessory structure be built for the purpose of operating the home occupation.
- There shall be no outside display or storage of materials, goods, supplies, or equipment used in the home occupation; nor shall there be any sign advertising the home occupation.
- No traffic shall be generated by the home occupation in greater volumes than would normally be expected in a residential area. Any need for parking generated by the home occupation shall be met off the street and other than in the required front yard.
- The operation of a home occupation shall not create any nuisance such as excessive traffic, on-street parking, noise, vibration, glare, odor, fumes, dust, heat, fire hazards, electrical interference or fluctuation in line voltage, or be present or noticeable beyond the property boundaries of the home occupation premises.
- No more than one home occupation shall be approved in any residential dwelling unit.
- No client is allowed to order, purchase or receive your product from this residence.

## Home Occupation Checklist

When the Engineering Department has received the following items, your request will be reviewed.

- Home occupation form provided by Engineering
- Name and address of all adjacent property owners
- Proof of home ownership if the applicant owns the home  
OR
- Notarized letter from the homeowner or property rental company if applicant is renting the home

\*The Building Official shall have ten (10) days in which to act upon an application.\*



**APPLICATION FOR SPECIAL EXCEPTION  
(HOME OCCUPATION)**

**City Of Enterprise  
Engineering Department  
P.O. Box 311000  
501 S. Main Street  
Enterprise, Alabama 36331-1000  
Phone (334) 348-2673  
Fax (334) 348-2672**

APPLICANT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
Street City/State/ZIP

PROPERTY ADDRESS: \_\_\_\_\_ (if different from above)

**NAME AND ADDRESS OF PROPERTY OWNER IF OTHER THAN APPLICANT:**  
(If you are not the property owner, a notarized letter of approval from property owner is required)

HOME OCCUPATION REQUESTED:

DESCRIBE REQUEST: \_\_\_\_\_

Attach all the names and mailing addresses for all adjacent property owners on each side, behind, and in front of your property, including vacant or rental property, according to the official tax records of Coffee County. This listing can be obtained from the REVENUE COMMISSIONER'S OFFICE AT THE COFFEE COUNTY COURT HOUSE, 99 SOUTH EDWARDS STREET, ENTERPRISE, AL. If on a corner, include all three corners in addition to property on each side of your property. The Building Official shall have ten (10) days in which to act on an application.

\*BY SIGNING THIS APPLCIATION, THE APPLICANT swears or affirms that the representations made on this application or testimony subsequently given to this Board are true and correct to the best of their knowledge and that they agree to abide by the conditions stipulated in the approval granted by this Board in their favor and/or the invalidation by the City of Enterprise, Board of Adjustment of any Privilege License received as a result of that favorable judgement.

\_\_\_\_\_  
Applicant Name (Please print in blue Ink)

\_\_\_\_\_  
Applicant Signature (In blue ink)

<p><b>OFFICE ONLY USE FOR LICENSING</b></p> <p><input type="radio"/> <b>APPROVED</b></p> <p><input type="radio"/> <b>DENIED</b></p> <p>BY: _____</p> <p>Date: _____</p>
---