



## Home Business Guidelines

Planning to work at home?

If you are, there are some requirements you should be familiar with before obtaining your business license. Please take a moment to read through the list of requirements below and determine if your business meets all of them.

The City of Harlem has adopted Planning and Zoning ordinances that are intended to protect residential neighborhoods. These ordinances allow limited home business uses, subject to standards that will prevent nuisances and maintain the residential character of the neighborhood.

### Applicability

Home business use restrictions apply in areas where there is an urban or suburban pattern of land subdivision into lots, each of which has an area of one acre or less, which are designed primarily for construction of one detached dwelling unit per lot. The lot is bounded on two or more sides by lots containing a detached single-family dwelling or a vacant lot platted as a part of the same subdivision.

### Permitted Home Business Uses

- Home offices for architects, engineers, lawyers, realtors, insurance agents, brokers, ministers, rabbis, priests, salesmen, sales representatives, manufactures representatives, home builders, home repair contractors, trash haulers and similar occupations
- Artists, sculptors, authors, photographers and composers
- Computer programming and data processing
- Direct sale product distribution (Amway, Avon, Tupperware and the like) provided parties for the purpose of selling merchandise or taking orders shall not be held more than once a month, shall be limited to ten customers and shall be held between the hours of 9:00 a.m. and 10:00 p.m.
- Dressmakers, seamstresses and tailors
- Home crafts, such as model making, rug weaving, woodworking, ceramics (with a kiln up to six cubic feet) and similar activities, provided that no machinery or equipment shall be used or employed
- Mail order, not including retail sales from site
- Music and art teachers or other tutoring services
- Washing and ironing
- “Work at home” activities where employees of a business, located at another location, perform work for the business in their own residence provided all physical contact between the business and the employee occurs at the place of business and not the residence, other than the initial installation of any equipment or other work facilities.
- Other uses and activities similar to those listed in this section
- Beautician/barber with one chair and one sink. Must be owner of residence.
- Internet based business where no foot or vehicle traffic is required.

(Continued on next page)

### Home Business Uses Not Permitted

- Kennels or Stables
- Veterinarian clinics
- Medical and dental clinics
- Restaurants, clubs and drinking establishments
- Motor vehicle repair or small engine repair
- Funeral parlors
- Retail sales of goods not made on the premises
- Adult uses

### Guidelines

No more than one home business use shall be permitted within any single dwelling or on any one lot.

All activities in connection with the home occupation shall take place within the principal building on the lot and shall not exceed 15% of the gross floor area of the dwelling. No internal or external alterations inconsistent with the residential use of the building may be permitted.

It shall be unlawful to routinely park any marked business vehicles on the street or in driveways in public view in connection with the home business use. Only vehicles used primarily as passenger vehicles shall be visible in connection with the conduct of the home business use. No more than one commercial vehicle, not exceeding one-ton capacity and two axles, may be stored on the premises, and it must be parked inside an enclosed garage or otherwise completely concealed from view when not in use.

Incoming vehicles related to the home business use shall, at all times, be parked off-street within the confines of the residential driveway or other on-site permitted parking.

No mechanical equipment shall be installed specifically for use as a home business or used except such as is normally used for domestic purposes. No home business use shall generate traffic, sound, smell, vibration, light, or dust that is offensive or that creates a nuisance. Home business uses must exclude the use of machinery or equipment that emits sounds that are detectable beyond the property. Chemical, electrical, or mechanical equipment that is not normally a part of domestic or household equipment and which is used primarily for commercial purposes shall not be permitted.

No more than two clients or patrons are allowed on the premises at the same time in conjunction with a home business use, except for persons in care at a family day care home, where no more than six clients are allowed. In no event shall visitations or any other vehicle trip associated with said home business use be permitted between the hours of 9:00 p.m. and 6:00 a.m.

There shall be no display and no visible stock-in-trade on the premises in connection with a home business use. No stock-in-trade shall be sold on the premises except those made on the premises, and such sales shall be infrequent and incidental. Storage devoted to a home business shall be limited in size to no more than 600 square feet of area and shall be counted as part of the total size limits established by this subchapter for home business uses.

Only occupants of the dwelling and one additional full-time employee or two part-time employees shall be authorized to work on the premises in connection with a home business use.

One free-standing or attached professional sign not more than two square feet in area identifying the home business use is permitted.

### Administration

- A home business use approved under this section shall only apply to the approved location of the business and to the business owner applying for said use.

- If a home business use is denied under this section, the applicant may apply for a Conditional Use with the Planning & Zoning Commission pursuant to City of Harlem Code, Chapter 152, Section 152.245-152.248.

**Please read the above and sign below:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_