



**HOME OCCUPATION
LICENSE APPLICATION**

FEE: \$35.00 per year

METROPOLITAN AREA BUILDING &
CONSTRUCTION DEPARTMENT

316-268-4479

_____ New _____ Renewal

_____ Change of Address Old Address _____

Name	
Business Name	
Address	Zip:
Phone	

•Describe the home occupation (what you will be doing): _____

•Will home occupation be in: Main dwelling? _____ Accessory structure (garage)? _____

•How many employees will function at this address: Self and/or residents? _____
Non-resident employees? _____

•What types of materials, inventory, equipment, or vehicles are used in the home occupation? _____

•Where are the items listed above stored? _____

•Number of square feet: In dwelling? _____ Used for home occupation? _____

•Will you have a sign? _____ Located where & what size? _____

•Will the dwelling/premises be altered? _____

I have received and read Article IV-E of the Zoning Code and to the best of my knowledge this application is true and correct. This license is subject to review for any violation of the Code.

Signature of Applicant

Date

FOR OFFICIAL USE ONLY

OCI INSPECTOR	APPROVED	DISAPPROVED	DATE
License Number	Issue Date		
ZONE			

HOME OCCUPATION

The Unified Zoning Code of the City of Wichita regulates the use of all properties within the City, and establishes standards for all zoning districts. Article IV-E of the Unified Zoning Code regulates any business in a dwelling unit, which the Code defines as a Home Occupation. Title 3.96 of the City Code requires an annual fee of **\$35.00 per year** be paid for any occupation or business being conducted in a dwelling unit.

Signs for a Home Occupation are permitted only in conformance to the regulations contained in Article IV-E of the Unified Zoning Code. **Signs are not permitted to be in any yard, off-site or on any city right-of-way.**

When applying for a Licensed Day Care, an inspection from the Fire Department **may** be required. Please call 268- 4441 for further information.

Please complete the attached application, including Family Day Care Home applications, and return to the Licensing Department, 1st Floor, City Hall, 455 North Main, Wichita, Kansas 67202.

The regulations of Article IV-E of the Unified Zoning Code pertaining to the City of Wichita are contained below. Please read prior to signing the application.

ARTICLE IV-E. HOME OCCUPATIONS.

The home occupation standards of this section are intended to permit the establishment of certain incidental and accessory home occupations in residential and rural areas under conditions that will ensure their compatibility with the character of the subject area. They are intended to permit residents to engage in home occupations that are compatible with residential land uses and to ensure that home occupations do not adversely affect the integrity of residential and rural areas. A home occupation shall be considered an accessory use, subject to the following standards.

- 1. Where allowed.** Home occupations shall be permitted in any dwelling unit or permitted accessory structure unless otherwise prohibited or restricted by this section.
- 2. Use Limitations.** In addition to all of the use limitations applicable to the district in which it is located, no home occupation shall be permitted unless it complies with the standards of this section.
- 3. General Standards.** The following standards shall apply to all home occupations unless specifically modified by the standards of Sec. IV-E.4.....
 - a.** No alteration of the principal building or premises shall be made which changes the character or appearance thereof.
 - b.** The home occupation shall not occupy more than 50 percent of the gross floor area contained within the dwelling unit.
 - c.** No equipment shall be used that creates noise, vibration, electrical interference, smoke or particulate matter emission, or odors that are in excess of ordinary and usual conditions prevailing in the immediate neighborhood as determined by the Zoning Administrator.
 - d.** There shall be no outdoor storage of equipment, including but not limited to construction equipment, materials or vehicles used in the home occupation.
 - e.** No more than one commercial vehicle may be parked or temporarily stored inside or outside of a building and the one permitted commercial vehicle shall not exceed 26,000 pounds gross vehicle weight rating.
 - f.** No more than one person other than persons occupying such dwelling unit as their residence shall be employed.
 - g.** No inventory (except articles produced by members of the immediate family residing on the premises) shall be displayed or sold on the premises.
 - h.** The home occupation shall be conducted entirely within the principal dwelling unit or in a permitted accessory structure.
 - i.** No sign shall be permitted larger than two square feet; provided that it shall not be illuminated and shall be mounted flat against the main face of the dwelling or building involved.
- 4. SF-10 and SF-5 district standards.** The following standards shall apply in the SF-10 and SF-5 districts. In the event of conflict with the general standards of Sec. IV-E.3, the specific SF-10 and SF-5 district standards of this section shall control.
 - a.** In the SF-10 and SF-5 districts, no persons shall be engaged in a home occupation other than persons occupying the subject dwelling unit as their residence.
 - b.** In the SF-10 and SF-5 districts, no manufacturing or processing or conducting of a trade of any sort shall be done and no inventory shall be

displayed or sold on the premises.

c. In the SF-10 and SF-5 districts, the home occupation shall be conducted entirely within the main dwelling unit. In the SF-10 and SF-5 districts, no home occupations shall be conducted within an accessory structure or garage, whether attached or detached.

d. In the SF-10 and SF-5 districts, no sign shall be permitted except when required by law. When such a sign is required, it shall not be larger than two square feet, provided that it shall not be illuminated and shall be mounted flat against the main face of the dwelling or building involved.

5. Types of home occupations permitted. Home occupations shall include the following list of occupations, plus uses which are similar in character; all other occupations shall be prohibited:

- a.** Artists, authors or composers, dancers, music teachers, and other similar artists, including instruction thereof; provided that instruction shall be limited to not more than ten pupils at a time;
- b.** Home crafts, such as model making, rug weaving, lapidary work, cabinet making, small appliance repairs, etc;
- c.** Office facilities for ministers, rabbis, priests;
- d.** Office facilities for architects, engineers, lawyers, doctors, dentists, and members of similar professions;
- e.** Office facilities for salespersons, sales representatives, and manufacturers representatives, when no retailing or wholesaling is made or transacted on the premises except through electronic means;
- f.** Office facilities for service-type businesses such as insurance agents, brokers, decorators, painters, business consultants, tax advisors, and photographers;
- g.** Personal services, such as dressmakers, seamstresses, tailors, barber shops, and beauty shops;
- h.** Pet grooming, but not including veterinary services or boarding;
- i.** Dental laboratories; and
- j.** Uses determined by the Zoning Administrator to be similar in character to those listed above, however, none of the following uses shall be deemed to be similar in character:

- (1) Animal care.....;
- (2) Auto and other vehicle repair.....;
- (3) Bed and breakfast inn.....;
- (4) Contractor's storage.....;
- (5) Funeral homes;
- (6) Kennels and stables when carried on as a business activity;
- (7) Medical services other than medical or dental offices;
- (8) Renting of trailers, vehicles or other equipment;
- (9) Restaurants.....;
- (10) Tattooing and body piercing facility; and
- (11) Any use first allowed by right or by Conditional Use in the LI Limited Industrial or GI General Industrial districts.....