

Home Occupation

WHAT YOU NEED TO KNOW FOR YOUR HOME BUSINESS

Home Occupation is defined as economic activities performed within a residential dwelling unit. Examples include personal and professional services, handicrafts, and retail conducted online. Home Occupations are intended to provide a means to accommodate a small home-based family or professional business without the necessity of a rezoning from a residential to a business district. Home Occupations are limited to low intensity businesses and businesses with limited overlap of customer visits.

Regulations:

- a) The Home Occupation shall be conducted only within the enclosed area of the dwelling unit or garage.
- b) The Home Occupation shall be conducted by a resident who uses the location of the Home Occupation as their principal residence.
- c) No more than two clients shall be seen at any given time.
- d) No Home Occupations shall have outside employees or clients between the hours of 8:00 p.m. and 8:00 a.m.
- e) There shall be no exterior evidence of the Home Occupation and no exterior alterations which change the character of the structure as a single family dwelling unit.
- f) No storage or display of materials, goods, supplies, or equipment related to the operation of the Home Occupation shall be visible outside any structure located on the premises.
- g) There shall be no adverse impact to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, vibration, electrical interference, traffic congestion, or other nuisances resulting from the Home Occupation.
- h) The Home Occupation shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
- i) No mechanical equipment or machinery shall be used other than is usually, customary, and incidental to the residence for domestic or hobby purposes.
- j) The percentage of the gross finished floor area that may be devoted to the Home Occupation (s) shall not exceed 20 percent of the principal structure, or 300 square feet, whichever is less.
- k) Home Occupations shall be carried out only by members of the immediate family residing on the premises and one non-resident employee.
- l) No structural alterations or construction involving features not customarily found in dwellings are allowed.

Division of Inspection, Zoning and Electrical Systems

407 Grant Street
Wausau, WI 54403

Phone: 715.261.6780

Fax: 715.261.4102

Email: inspections@ci.wausau.wi.us



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Regulations (continued)

- m) The Home Occupation shall not involve manufacturing; processing; the sales or repair of large appliances, vehicles, or motors; commodity or equipment rental; care, grooming, breeding, or keeping of animals; or construction of equipment and machinery. Restaurants, taverns, clubs, amusement or entertainment establishments, or uses that dispatch persons other than the occupant of the residence or equipment from the premises are not permitted Home Occupations.
- m) Items shall not be sold or offered for sale on the premises. This provision shall not apply to online sales.
- n) Minimum required parking: One space is required if there is a non-resident employee. Employee parking in the driveway is permitted.

Permit Required

1. The applicant shall submit a completed application and any supporting documentation to the Department of Community Development.
2. A permit shall not be issued until the Zoning Administrator, determines that the proposed Home Occupation complies with the standards as set forth in this ordinance.
3. A permit for Home Occupation is valid for 365 days annually (January to December). It must be renewed every year, subject to the provisions of this Section.

Special Permit Provisions

1. Approvals/permits required by other regulatory bodies such as the Health, Police, or Fire Departments must be submitted prior to the issuance of the Home Occupation permit.
2. A permit for a Home Occupation is issued to an individual person. It is not transferable to any other resident, address, or other occupation. Upon termination of the permit holder's residency, the Home Occupation permit shall be null and void.
3. A permit for a Home Occupation shall be revocable by the Zoning Administrator, due to failure of the owner/operator to observe all requirements of the permit and/or Zoning Ordinance.

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**CITY OF WAUSAU
HOME OCCUPATION APPLICATION**

**Department of Inspection and Zoning
407 Grant Street, Wausau, Wisconsin 54403
(715) 261-6780 / fax (715) 261-4102**

APPLICANT INFORMATION

Applicant: _____ Date: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____

Other Contact # or Email: _____

Status of Applicant (Please Check): Owner Representative Tenant

Prospective Buyer

Applicant's Signature (required): _____ Date: _____

OWNER INFORMATION

Owner(s): _____ Date: _____

Owner(s) Address: _____

City: _____ State: _____ Zip: _____

Telephone #: () _____ Fax: () _____

Other Contact # or Email: _____

Property Owner's Signature (required): _____ Date: _____

HOME OCCUPATION INFORMATION

Address of Proposed Home Occupation: _____

Business Name: _____

Proposed Business Use (describe in detail): _____

Is the home occupation carried on wholly by a resident of the dwelling unit?

Yes No

If no, explain: _____



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Area used for the home occupation (see attached example and fill out lines 1-3 below).

1. Square Footage of house (all habitable floors): _____

2. Square Footage of house used for home occupation (excluding garage & outbuildings): _____

3. Percent of floor area within the residence proposed to be used by the home occupation? _____

If there is a non-resident employee, has a legal off-street parking space been provided (see attached example)? Yes No N/A

APPLICATION APPROVED BY:

DATE APPROVED _____