

Business Name: _____
Location of Business: _____
Business Mailing Address: _____

Name of Operator: _____
Type of Business _____

CITY of BROOKINGS



Home Occupation Permit Application Form

Certain types of businesses can be operated from a residence with a Home Occupation Permit. Brookings Land Development Code Section 104 regulates businesses based in the home.

Before the City of Brookings can issue a Home Occupation Permit the following criteria outlined in the Land Development Code must be addressed. **Please respond to each statement with how your business will be conducted.**

1. The activity must be conducted entirely within the dwelling, garage or accessory structure in question

2. The activity must be conducted only by persons residing in the dwelling.

3. The outward residential appearance of all buildings must be preserved, and the use is clearly incidental and secondary to the use of the dwelling for residential purposes. _____

4. Not more than 50 percent of the floor area of the individual dwelling unit may be utilized for the intended purposes. Any part of a garage or accessory structure may be used provided off-street parking requirements are met. _____

5. No merchandising or sale of commodities may be conducted on the premises, except such as is produced by the occupants on the premises. _____

6. A sign may be maintained in conjunction with the home occupation activity, provided it is non-lighted, indicates only the name and trade of the property owner and is no greater than two (2) feet square.

7. The use requires no additional off-street parking

8. There shall be no emission of odorous, toxic, noxious matter nor any use causing electrical or telecommunication interference, vibration, noise, heat, or glare in such quantities as to be readily detectable at any point along or outside property lines of a home occupation so as to produce a public nuisance or hazard. _____

9. Proof of a current business license, unless exempt must be provided.

Please respond to each of the above conditions in the space provided. Return the completed form to the City Recorder for review and approval. If the permit is granted, the foregoing shall be deemed conditions of the permit.

Signature of Applicant

Approved by Planning Department

Signature of Property Owner

Date Approved

Date Signed