



5200 Springfield Street, Suite 100  
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 [www.riversideoh.gov](http://www.riversideoh.gov)

## Home Occupation Certificate of Zoning Compliance Application

PROJECT ADDRESS: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Check if same as applicant information

### Read the statements below and sign to acknowledge agreement.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

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

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

### Checklist:

- Completed Application
- Floor Plan (indicate portions of dwelling which will be used for Home Occupation)
- \$40 application fee (cash or check made payable to the City of Riverside)
- Home Occupation without a Permit Penalty: **Double Total Permit Fee**
- Completed Tax Registration form/Proof of Tax Account Number
  - Form will be submitted to the City of Riverside Finance Department
  - For more information contact the **City of Riverside Finance Department at 937-233-1801, option 3 or [finance@riversideoh.gov](mailto:finance@riversideoh.gov)**

### OFFICIAL USE ONLY

Permit No. \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Intake Staff \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_ SWPA: \_\_\_\_\_

Parcel ID \_\_\_\_\_

**Project Information:**

Type of home occupation (e.g. craftsman, admin. office): \_\_\_\_\_

Name of business: \_\_\_\_\_

Hours of operation (list days and hours): \_\_\_\_\_

Number of employees living on site (including yourself): \_\_\_\_\_

Number of employees not living on site: \_\_\_\_\_

**Note:** You are allowed one non-resident employee. See Section 1115.05 of Unified Development Code (UDO) for full regulations.

Number of Customers/Clients/Pupils on site at the same time: \_\_\_\_\_

Number of off-street parking spaces: \_\_\_\_\_ Number of on-street parking spaces: \_\_\_\_\_

**Note:** No traffic shall be generated by a home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by a home occupation shall be met off the street. In conformance with all off street parking requirements provided within the UDO.

Total square footage of the residence: \_\_\_\_\_

Total square footage of the home occupation: \_\_\_\_\_

**Note:** Total area permitted for home occupation is 500 sq. ft. or 25% of finished square footage, whichever is less. A home occupation shall be carried on wholly within the dwelling unit. No home occupation or any storage of goods, materials, or products connected with a home occupation shall be permitted in any accessory building, detached garage or any vehicle including a recreational vehicle.

**Sample Floor Plan**

