



HOME OCCUPATION APPLICATION

HOME OCCUPATION REGISTRATION IS REQUIRED BY CITY CODE OF ORDINANCE

Please include the following with this application:

- ✓ Copy of State of Michigan License or Permit (If applicable)
- ✓ Copy of Driver's Licenses
- ✓ Registration Fee (Check or Money Order payable to City of Romulus)

\$150.00 Business Registration Fee ~ \$75.00 Annual Renewal Fee

BUSINESS INFORMATION

Name of Business:

Corporation /Other Name:

Business Address:

Suite:

Business Phone:

Business Fax:

Business E-mail:

Business Website:

Proposed Dates:

OWNER/ASSOCIATED NAMES/CONTACT PERSONS

Owner Name (individual or company):

Street Address of Owner:

City:

State:

ZIP Code:

Phone:

Fax:

E-mail:

Driver License # (attach copy)

Cell Phone:

STATE LICENSE(S) / ADDITIONAL PERMITS REQUIRED FOR YOUR BUSINESS

(MUST PROVIDE A COPY OF LICENSE /PERMIT)

Are you required to have a State of Michigan License or Permit for this type of business? ____ YES ____ NO If yes, please describe:

Type of Permit/license: _____

Permit/Lic #: _____ Date Issued _____ Date Expires _____

AFFIDAVIT AND SIGNATURE

(All Owners/Applicants listed must sign this application)

I (We) _____ am the OWNER/AGENT of said business making application for this Business Registration Certificate and/or am otherwise an authorized representative of said business. I (We) authorize the verification of the information provided on this application. I (We) am a citizen of the United States of America and otherwise authorized to do business under the laws of the state of Michigan and the United States of America. I (We) depose and state that all of the information provided in the foregoing application is true to the best of my knowledge, information, and belief.

1. Signature of applicant:

Date:

2. Signature of applicant:

Date:

NOTARY ACKNOWLEDGEMENT

STATE OF: _____

COUNTY OF: _____

On this ____ day of _____ 20__ before me personally appeared _____
who being duly sworn, deposes and says that the statements and answers contained therein are true.

My Commission Expires

Notary Public, Wayne County, Michigan



HOME OCCUPATION APPLICATION REQUIREMENTS

Planning Department: Business will need to comply with Section 11.17(c) of the Zoning Ordinance (see below). If you have any questions regarding the Zoning Ordinance, please contact our Planning Department @ (734) 955-4530 (separate fees from Planning Dept. may apply)

(c) Home occupations

(1) No person other than members of the family residing on the premises shall be engaged in such occupation.

(2) The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants. No more than twenty five percent (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation.

(3) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation other than one (1) sign, not exceeding one (1) square foot in area, non-illuminated, and mounted flat against the wall of the principal building.

(4) No home occupation shall be conducted in any accessory building.

(5) There shall be no retail sales of goods to customer's onsite in connection with the home occupation.

(6) No traffic shall be generated in greater volumes than would normally be expected in a residential neighborhood, and any need for parking for a home occupation shall be met off the street.

(7) No equipment or process shall be used that creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in a two-family dwelling. No equipment or process shall be used which creates visual or audible interference in any radio or 11-32 City of Romulus Zoning Ordinance Resolution # 11-322 effective 11-30-2011 11Use Standards television receivers off the premises, or causes fluctuations in line voltage off the premises.

(8) A business license/certificate of business registration must be obtained from the City Clerk's Office. (9) Building permits and inspections shall be obtained for any building changes.

Building Department: An inspection is scheduled to insure compliance with Zoning Ordinance, Section 11.17 (c) is met. A home occupation application needs to be completed with submittal of \$68.00 fee to Building Department. If you have any questions regarding the inspection or the following application, please contact our Building Department @ (734) 942-7550



Department of Public Services
Building & Safety
12600 S. Wayne
Romulus MI 48174
734-942-7550

HOME OCCUPATION APPLICATION

Inspection fee: \$68.00

APPLICANT NAME _____

APPLICANT TELEPHONE NO. _____

APPLICANT ADDRESS _____

BUSINESS NAME _____

DESCRIPTION OF BUSINESS _____

AREA IN RESIDENCE UTILIZED FOR HOME OCCUPATION _____

Upon signing this application I acknowledge and will abide by all City requirements regarding the above Home Occupation.

Applicant's Signature _____

_____ Date

OFFICE USE ONLY

Comments _____

HOME OCCUPATION APPROVED _____ DENIED _____

Inspector _____

_____ Date

