



City of Oshkosh
Application for Home Occupation

Fee: \$20.00 (\$10.00 renewal)

SUBMIT TO:
Dept. of Community Development
215 Church Ave., P.O. Box 1130
Oshkosh, Wisconsin 54903-1130
PHONE: (920) 236-5059

****PLEASE TYPE OR PRINT USING BLACK INK****

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: _____

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? _____

Has a legal off-street parking space been provided for the home occupation use (see attached example)? Yes No

Has a legal off-street parking space been provided for an employee (see attached example)? Yes No N/A

APPLICATION APPROVED BY: _____ DATE APPROVED _____

CERTIFICATION OF ZONING COMPLIANCE

Regulations governing home occupations are located in their entirety in Section 30-35 (L) of the City of Oshkosh Municipal Code.

1. Retail or wholesale uses shall be conducted entirely by Internet, mail and/or off-site. Personal/business services and educational/instructional uses shall be by appointment only and shall be limited to no more than two (2) clients at any time.
2. The home occupation shall be carried on wholly within the residential dwelling unit or accessory structure(s) by a member of the family residing in said unit and no more than one (1) person who is not an actual resident of the dwelling unit may be employed on the site.
3. The home occupation shall not have outside employees and/or customers between the hours of 8:00 p.m. and 8:00 a.m.
4. No mechanical equipment/machinery shall be used other than is usual, customary, and incidental to the residence for domestic purposes.
5. There shall be no outside display or storage of goods, equipment or materials used in connection with the home occupation. No vehicles, trailers or other accessory items, other than those permitted for residential dwellings, shall be permitted to be stored on-site.
6. Except for articles produced on the premises, no stock in trade shall be stored or displayed on the premises.
7. Home occupations conducted within the residential dwelling unit shall not exceed 20% of the total floor area or 300 square feet, whichever is less.
8. There shall be no signage, on-site advertising or any other exterior indication that the home occupation exists.
9. The property containing the home occupation shall maintain the required number of legal off-street parking spaces required for the residential use(s) and the home occupation use(s).
10. There shall be no commodities sold or services rendered that require receipt or delivery by means other than a delivery service customary to residential uses.

I hereby certify that all of the statements above and included with this application are true and correct to the best of my knowledge and belief, and that the home occupation will be operated in compliance with Municipal, State and Federal Laws.

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

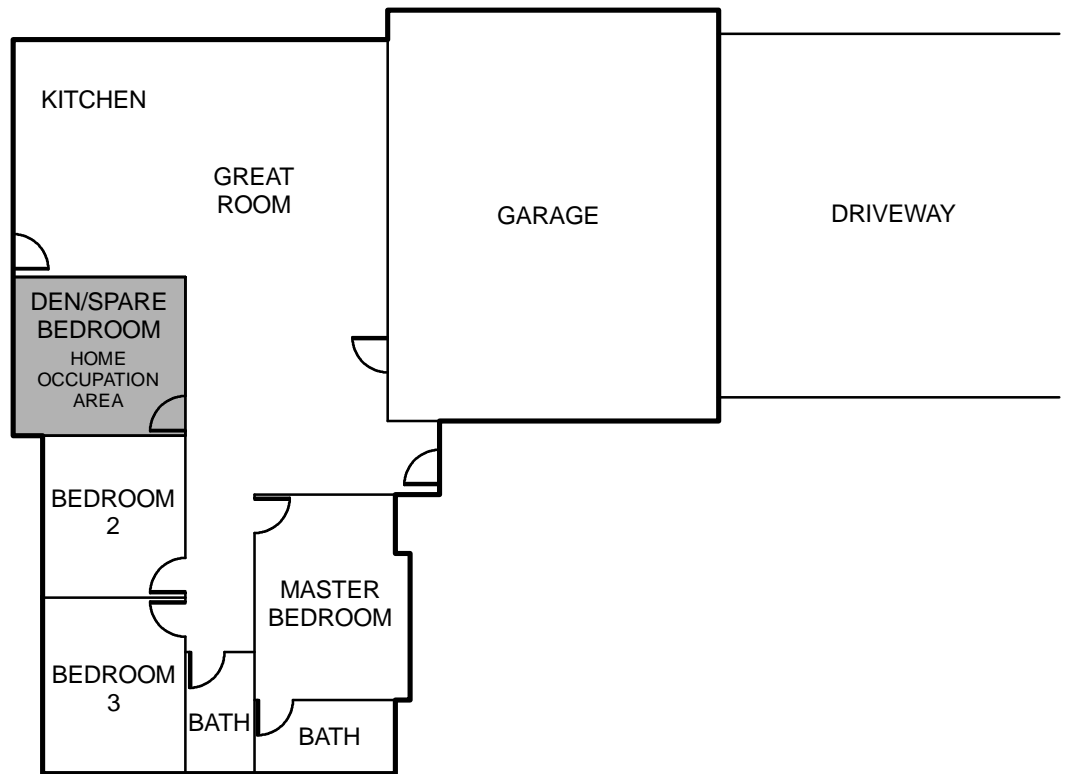
SUBMITTAL REQUIREMENTS

- **A completed application.**
- **A site plan including:**
 - Property address.
 - All property lines and relationship to the public street(s).
 - All existing buildings, structures, and paved areas on-site.
 - Location of area(s) to be used for the home occupation.
 - Location of all on-site parking including a summary of the number of parking stalls required/provided.
- **Application fee.** Make check or money order payable to the City of Oshkosh.

Applications that are not complete or that are not legible will not be accepted

**For more information please visit the City's website at:
www.ci.oshkosh.wi.us/Community_Development/Planning.htm**

EXAMPLE OF HOME OCCUPATION FLOOR AREA



SQUARE FOOTAGE

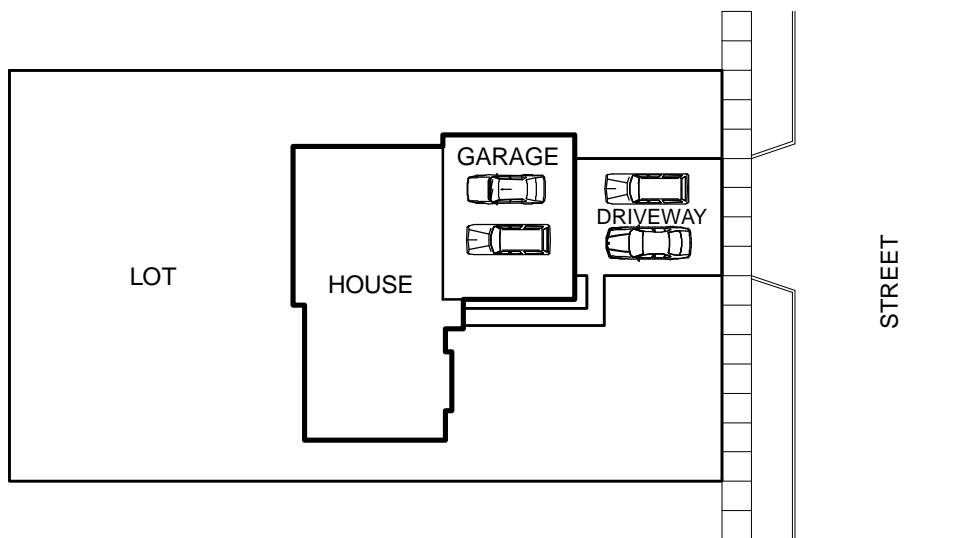
TOTAL HOUSE : _____


HOME OCCUPATION : _____

PERCENT (%) OF HOUSE : _____

No greater than 20% or 300 square feet, whichever is less

EXAMPLE OF SITE PLAN / SURVEY



 = PARKING SPACES
 (2 REQUIRED FOR SINGLE FAMILY PLUS
 1 ADDITIONAL FOR HOME OCCUPATION
 1 ADDITIONAL FOR EMPLOYEE (IF NECESSARY))