



City of Oshkosh
Application for Home Occupation

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

SUBMIT TO:

Planning Services Division- Rm 204
215 Church Ave., P.O. Box 1130
Oshkosh, Wisconsin 54903-1130
PHONE: (920) 236-5059

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 Printed Name (required): _____

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 Printed Name (required): _____

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? _____

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** _____

Regulations governing home occupations are located in their entirety in Section 30-86(E) 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: _____

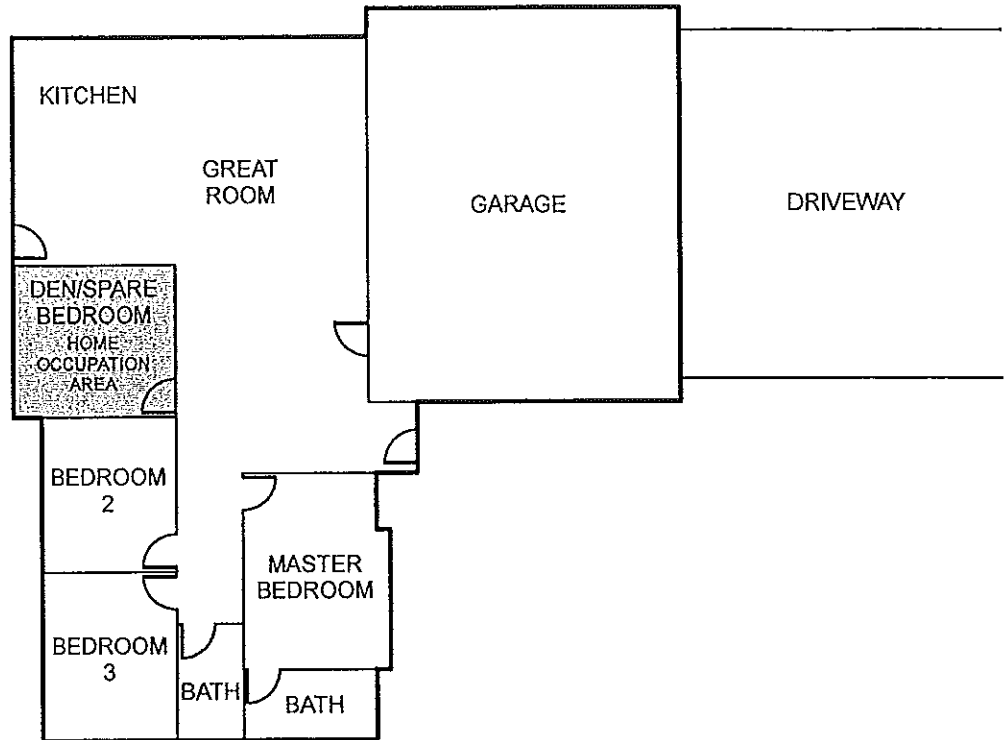
SUBMITTAL REQUIREMENTS

- **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:
<https://www.oshkoshwi.gov/PlanningServices/>

EXAMPLE OF HOME OCCUPATION FLOOR AREA



SQUARE FOOTAGE

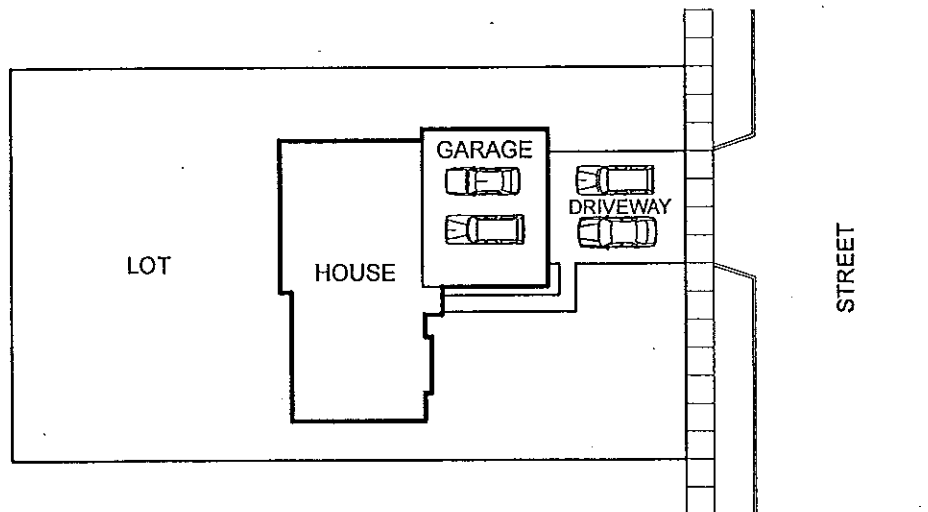
TOTAL HOUSE : _____

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)

30-86(E) HOME OCCUPATION REGULATIONS

Home Occupation: 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:

- (1) The Home Occupation shall be conducted only within the enclosed area of the dwelling unit. *[Revised 6.11.19]*
- (2) The Home Occupation shall be conducted by a resident who uses the location of the Home Occupation as their principal residence.
- (3) No more than two clients shall be seen at any given time.
- (4) No Home Occupations shall have outside employees or clients between the hours of 8:00 p.m. and 8:00 a.m.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) The Home Occupation shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
- (9) No mechanical equipment or machinery shall be used other than is usually, customary, and incidental to the residence for domestic or hobby purposes.
- (10) 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.
- (11) Home Occupations shall be carried out only by members of the immediate family residing on the premises and one non-resident employee.
- (12) No structural alterations or construction involving features not customarily found in dwellings are allowed.
- (13) 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.
- (14) Items shall not be sold or offered for sale on the premises. This provision shall not apply to online sales.
 - (15) Minimum required parking: One space is required if there is a non-resident employee. Employee parking in the driveway is permitted.
 - (16) Permit Required.
 - (a) The applicant shall submit a completed application and any supporting documentation to the Department of Community Development.
 - (b) A permit shall not be issued until the Director of Community Development, or designee, determines that the proposed Home Occupation complies with the standards as set forth in this ordinance.
 - (c) 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.
 - (17) Special Permit Provisions.
 - (a) 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.
 - (b) 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.
 - (c) A permit for a Home Occupation shall be revocable by the Director of Community Development, or designee, due to failure of the owner/operator to observe all requirements of the permit and/or Zoning Ordinance.