



License No.  
-

**FEE \$25.00**

**Please print or type**

**CITY OF DARDENNE PRAIRIE**  
**HOME OCCUPATION PERMIT APPLICATION**

*Cash or Check made payable to: City of Dardenne Prairie 2032 Hanley Rd Dardenne Prairie, MO 63368*

Name of Business: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business (be specific): \_\_\_\_\_

Sale of Goods Specify commodities/services to be sold: \_\_\_\_\_

Area:  
Total floor area of principal residential building: \_\_\_\_\_  
Floor area to be used for proposed home occupation: \_\_\_\_\_

**Attach Copies of:**

**MO Retail Sales Tax License stating you are in the City Limits of Dardenne Prairie (Required for all retail businesses that sell product(s) subject to sales tax.)**  
**MO Retail Sales Tax Number** \_\_\_\_\_

**No Tax Due Letter from the Missouri Department of Revenue (573-751-9268)**  
Cities are not permitted to issue business licenses without this form of verification. If your business does not make retail sales please sign here: \_\_\_\_\_

**For Construction Businesses Only--Certificate of Insurance for Worker's Compensation Coverage**  
(Pursuant to Chapter 287.061, RSMO: required any construction business with one (1) or more employees)

*NOTE: By affixing signatures to this application form, the Applicant hereby verifies that: they have reviewed the applicable Ordinance ( see page 2 of this application); they are familiar with the specific requirements relative to this application; and they take full responsibility for this application. The above signature further indicates that the information provided on this form and any additional data attached hereto is true, complete, and accurate.*

APPLICANT: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name & Title \_\_\_\_\_

Do you want to have your home occupation listed on the "Business Directory" on the City Website?  
(Your address & phone number will be listed) Please circle one: Yes No

***Your application must be approved before a Home Occupation Permit will be issued.***  
***Allow thirty (30) days for processing. Your permit will be mailed to the address you have provided.***  
***All Home Occupation Licenses expire December 31<sup>st</sup> each year and must be renewed for the following year.***  
***\*Incomplete Applications Will Not Be Accepted\****

OFFICE USE ONLY:  
Stormwater Discharge Ranking: 1 2 Signature \_\_\_\_\_

## SECTION 405.420: HOME OCCUPATIONS

**Restrictions And Limitations.** Home occupations shall be permitted as an accessory use to a residential use in any district subject to the requirements of this Section. Home occupations are intended for low intensity occupations operated out of a home which do not impact the residential neighborhood. They are not intended for operations that generate customer traffic or excessive deliveries and shipping. Typical candidate occupations might include web page design, mail order or Internet sales, professional consulting, etc.

1. All home occupations must occur in the home of the applicant.
2. An applicant must be a resident of the City at the time of submitting an application for a home occupation.
3. In addition to an application for a business license required pursuant to Title VI of this Code, all applicants must fill out an application for home occupation and submit it to the City Clerk. If proposed home occupation meets the requirements of this Section, the City Clerk shall issue the home occupation permit. If the home occupation permit is denied, the reasons for such denial shall be provided to the applicant in writing.
4. Home occupations shall be operated entirely from an enclosed structure and shall not occupy more than fifteen percent (15%) of the total floor area of the main residential building, with the use of the dwelling for a home occupation being clearly incidental and subordinate to its use for residential purposes by its occupants. Use of accessory buildings, not to exceed six hundred twenty-five (625) square feet, is permitted for warehousing only.
5. No alteration of the exterior of the principal residential building shall be made which changes the character thereof as a residence or other visible evidence of conduct of the home occupation.
6. No outdoor storage of materials, vehicles or equipment used in the home occupation shall be permitted.
7. There shall be no visible evidence of the home occupation. No signs shall be allowed.
8. No person shall be engaged in such home occupation other than a person occupying such dwelling unit as his/her residence.
9. No operation shall be conducted that creates a nuisance including, but not limited to, odor, vibration, noise, electrical interference or fluctuations in line voltage beyond the property line of the lot upon which the home occupation is conducted.
10. No commodities shall be displayed or sold outside of the main residential building.
11. A home occupation permit shall be issued by the Mayor on the recommendation of the City Engineer only to the individual occupying a dwelling as his/her residence. As such, home occupation permits shall not be transferable and shall terminate upon sale or transfer of the property to a new owner. Applications may be obtained from the City Clerk and require a twenty-five dollar (\$25.00) application fee. Home occupations shall require renewal annually on January first (1st) and require a twenty-five dollar (\$25.00) renewal fee.
12. Any individual requesting a home occupation permit for the retail sale or retail storage of firearms, weapons, potentially lethal items or hazardous materials shall indicate on their permit application the exact nature of their business. The individual must have complied with all Federal, State and local regulations dealing with the handling of firearms, weapons, potentially lethal items or hazardous materials prior to submitting the request for a home occupation permit. The City of Dardenne Prairie may request proof of compliance at time of application and/or any time the permit is in effect.
13. An applicant may, within ten (10) days of receipt of the written reasons for denial of a home occupation permit, appeal the denial of a home occupation permit by the City Clerk by submitting, in writing, a notice of appeal to the Board of Aldermen. The review of the denial of the Board of Aldermen shall be a review de novo of the permit application. The permit may be granted only upon the affirmative vote of the majority of the Board of Aldermen. The Mayor may vote only to break a tie vote of the Board of Aldermen. (Ord. No. 516 §13(13.07), 6-21-01; Ord. No. 542 §1(p), 12-20-01; Ord. No. 627 §3(13.07(8)), 3-20-03; Ord. No. 1341 §39, 8-20-08; Ord. No. 1361 §1, 12-3-08) *Revised 8-6-12*