

DEFINITIONS

- ▶ A home occupation is a business, profession, occupation, or trade conducted for gain or support entirely within a residential building — or a structure accessory to — which is incidental and secondary to the use of such building for dwelling purposes and which does not change the essential residential character of such building.
- ▶ See back page for more info.



PROCESS

- ▶ Obtain and fill out a permit application from the Development Services Department located at Waukee City Hall or online at: www.waukee.org/buildpermits.html
- ▶ Permits are only needed for structural, electrical, or mechanical alterations made to your home that will aid in facilitating your home occupation.
- ▶ In some cases, additional requirements may need to be accommodated based upon the various building codes. Contact our office for more information.
- ▶ After an application and all required information has been submitted, the Department has up to 12 days to review the application; excluding Sundays and holidays.
- ▶ You will be notified by telephone of approval and any remaining permit fees.
- ▶ Once the permit has been approved and paid for, you may begin your home occupation.

CONTACT INFO:

WAUKEE DEVELOPMENT SERVICES DEPARTMENT
230 W. HICKMAN ROAD
WAUKEE, IA 50263
PHONE: (515) 978-9533
FAX: (515) 987-1845
www.waukee.org/developmentservices.html



Know what's below.
Call before you dig.

HOME OCCUPATIONS/BUSINESSES CONTINUED

PERMITTED HOME OCCUPATIONS

- ▶ Providing instruction to no more than 4 students at a time.
- ▶ Office facilities for accountants, architects, brokers, doctors, dentists, engineers, lawyers, insurance agents, and real estate agents.
- ▶ Office facilities for ministers, priests, and rabbis.
- ▶ Office facilities for salespersons, sales representatives, and manufacturer's representatives when no retail or wholesale sales are made or transacted on the premises.
- ▶ Studio of an artist, photographer, craftsperson, writer, or composer.
- ▶ Homebound employment of a physically, mentally, or emotionally handicapped person who is unable to do work away from home by reason of his or her disability.
- ▶ Shop of a beautician, barber, hair stylist, dressmaker, or tailor.
- ▶ Bed and Breakfast establishments limited to not more than 3 rooms.

LIMITATIONS

- ▶ Not more than one person who is not a resident on the premises shall be employed.
- ▶ No more than 50%, including storage area, of no more than one floor of the dwelling unit, shall be devoted to the home occupation.
- ▶ No alteration of the principal residential building shall be made which changes the character and appearance thereof as a dwelling.
- ▶ No stock of goods shall be displayed or sold on the premises in excess of storage area available.
- ▶ The home occupation shall be conducted entirely within the principal dwelling unit, and in no event shall such use be apparent from any public way.
- ▶ There shall be no outdoor storage of equipment or materials used in the home occupation.
- ▶ Not more than two commercially licensed vehicles used in the home occupation.
- ▶ No mechanical, electrical, or other equipment which produces noise, electrical, or magnetic interference, vibration, heat, glare, or other nuisance outside the residence shall be permitted.
- ▶ No home occupation shall be permitted which is noxious, offensive, or hazardous by reason of vehicular traffic, generation, or emission of noise, vibration, smoke, dust, or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation or other harmful objectionable emissions.

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