



**HOME OCCUPATION REGISTRATION FORM**

**Email** - The completed application can be emailed to either:

[Kathryn.Bowman@wentzvillemo.gov](mailto:Kathryn.Bowman@wentzvillemo.gov) or [Charles.Senzee@wentzvillemo.gov](mailto:Charles.Senzee@wentzvillemo.gov)

**Or can be mailed/dropped off at:**

**City Hall** – 1001 Schroeder Creek Blvd. Wentzville, MO 63385 (636) 327-5101

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

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

Type of Business Proposed: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Will any products, merchandise, equipment or materials be used? If so, please list.

\_\_\_\_\_  
\_\_\_\_\_

Are there any vehicles used in association with the proposed business? If so, how many and what type? \_\_\_\_\_

Home Occupations shall be permitted as an accessory use to a residential use in any residential district subject to the requirements of the City Municipal Code.

Home Occupations must comply with any other applicable codes, requirements, or conditions of approval.

The City may at any reasonable time inspect the home occupation to determine if the applicant/owner is adhering to City standards.

Applicant hereby acknowledges receipt of the Municipal code standards to maintain compliance with the regulations for a home occupation and will comply with applicable Code Standards.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PLANNING AND ZONING DIVISION USE ONLY**

- Shall operate in compliance with all adopted requirements and restrictions described in Section 405.460 of Wentzville’s Municipal Code. (see attached)
- Operation of business limited to residents of home only. No employees who do not reside within the home are permitted on-site.
- Home office use only.
- The parking of the commercial vehicle associated with the business shall maintain compliance with provisions of Section 405.570.e and q – “Administrative Requirements” and “Overnight Parking of Vehicles”. (see attached)
- Other: \_\_\_\_\_

|  |   |
|--|---|
| <b>OFFICE USE ONLY:</b>                      |   |
| <b>BUSINESS NAME:</b> _____                  | <b>DATE APPLICATION RECEIVED:</b> _____ |
| <b>HOME OCCUPATION REGISTRATION #:</b> _____ |   |
| _____  | _____                                   |
| Community Development Department or Designee | Date                                    |
| _____  | _____                                   |
| City Clerk                                   | Date                                    |

## Section 405.460 - Home Occupations

- (a) General restrictions and limitations. Home occupations shall be permitted as an accessory use to a residential use in any residential district subject to the requirements of this section.
1. No more than two home occupations shall be operated from the residence and the two combined shall not occupy more than 15 percent 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. For the purposes of this section, the term "total floor area" does not include unimproved basements, attics, or non-habitable portions of the principal building such as mechanical rooms. Use of accessory buildings or structures for a home occupation is prohibited.
  2. No alteration of the exterior of the principal residential building shall be made which changes the character thereof as a residence or creates other visible evidence of conduct of the home occupation either by the use of colors, materials, construction, lighting or sounds.
  3. No exterior display or outdoor storage of materials, equipment, merchandise or inventory used in the home occupation shall be permitted. Vehicles shall comply with the off-street parking and loading requirements listed in article V of this chapter and the use shall not create a parking demand in excess of that which can be accommodated in an existing driveway.
  4. No permitted home occupation shall require internal or external construction features not customarily found in the residence.
  5. Permitted home occupations involving teaching shall not exceed one pupil at a time.
  6. Parking of commercial vehicles associated with any permitted home occupation shall maintain compliance with provisions of section 405.570(e) and (q).
  7. All home occupations shall comply with the requirements of Article IV of this chapter. In no case shall any equipment or process be used which creates visual or audible interference in any radio or television receiver of the premises or cause fluctuation in line voltage beyond the property line of the lot upon which the home occupation is conducted.
  8. No offensive noise, vibration, smoke, dust, odors, heat or glare shall be produced.
  9. No wholesale or retail occupation shall be permitted unless it is conducted entirely by mail, telephone or computer; provided, however, that articles produced by the family residing on the premises may be stored upon the premises.
  10. The conduct of a home occupation is limited to the resident of the property. Employees associated with the home occupation are prohibited other than those who reside in the residence. Upon sale or transfer of the property, the home occupation shall not continue to be operated by the previous owner from that location and shall terminate. This requirement shall not be construed as prohibiting the new owner of the property from pursuing any legally permissible home occupation in his own right.
  11. No machinery or equipment shall be permitted that is not customarily found within or incidental to residential use of property.
  12. In instances where an applicant seeks to conduct a home occupation providing for the sale or distribution of firearms or ammunition, the City may process an application for registration of the home occupation before the applicant has obtained any Federal or State permit for engaging in such business, however such applicant may not actually engage in the sale or distribution of firearms or ammunition until the applicant has demonstrated that he has complied with all Federal, State and local regulations pertaining to the handling, sale and distribution of firearms and ammunition and provided a copy of any required Federal or State license or permit to the City.
- (b) Permitted home occupations. Home occupations are permitted in the residential districts so long as the use meets the requirements of subsection (a) of this section and are not prohibited by subsection (c) of this section. Specific accessory uses permitted as home occupations may include, but are not limited to, the following:

1. Dressmakers, seamstresses, tailors.
  2. Instructional services, or personal service, for not more than one pupil/individual at a time. No group instruction/service shall be permitted.
  3. Artists, sculptors, authors, composers, home crafts and other forms of home product sales where orders are taken and deliveries of the product are made at the home or business of the patron.
  4. Home office of a salesman, sales representative or manufacturer's representative.
  5. Home office of an accountant, architect, broker, engineer, insurance agent, land surveyor, professional consultant, lawyer, real estate agent or computer programmer. Not more than one client on the premises at a time shall be permitted.
- (c) Uses that are prohibited; specific examples of home occupations prohibited. Home occupation shall not, in any event, be deemed to include, but not be limited to, the following uses:
1. Automobile, truck, trailer or motor vehicle service/repair/painting (other than personal).
  2. Equipment rental businesses.
  3. Stables or kennels.
  4. Eating or drinking establishments.
  5. Veterinarian services, animal hospitals, pet grooming or adoption businesses.
  6. Private clubs.
  7. Storage of construction materials or contractor's equipment.
  8. Retail sales, except as listed in subsection (b) of this section.
  9. Firearms repair.
  10. Furniture stripping or similar uses.
  11. Appliance or electronics repair.
  12. Mortuaries or embalming services/establishments.
  13. Nursery schools, kindergartens and child sitting services or non-medical elderly companion/respite services having more than four children/individuals at any one time, not including members of the immediate family of the operator.
  14. Escort businesses or any sexually orientated land use.
  15. Any use listed as a conditional use in the commercial or industrial zoning districts.
- (d) Registration. Applicants for home-based businesses shall register their business on a form provided by the city at the office of the city clerk, in lieu of receiving approval of a business license for operation. The operation of the business shall conform to the standards of this section. At the time of registration the applicant/owner of the home occupation shall acquire a copy of this Code's standards to maintain compliance with these regulations. The registration shall terminate if, for any reason, the registered use ceases for more than six months.
- (e) Violations/penalty. If a violation to the standards of this section is determined, the community development director or designee shall give notice to the owner of the home-based business or, if the business owner cannot be located, the owner of record of the property on the premises of the home-based business requiring compliance with this section. The city may at any reasonable time inspect the home occupation to determine if the applicant/owner is adhering to city standards. That person found to be in violation of any provision of this section shall be subject to provisions of article XI of this chapter.

(Code 2006, § 405.215; Code 2008, § 405.215; Ord. No. 1076, §§ 1, 2, 7-26-1990; Ord. No. 1080, 7-26-1990; Ord. No. 1684, § 3, 8-23-2000; Ord. No. 2973, §§ 1—5, 2-25-2009; Ord. No. 4005 – 9/11/2019)

## Section 405.570. - Administrative requirements.

- (e) *Overnight parking of motor vehicles.* In residential zones, the overnight parking of motor vehicles shall be limited to passenger vehicles. The following vehicles are exempted from this above regulation:
- (1) School or church buses used for the transportation of personnel in conjunction with religious or school activities, if parked on school or church property.
  - (2) One commercial truck or van licensed as a passenger vehicle not in excess of 18,000 pounds gross vehicle weight used by the occupant of the dwelling. The vehicle shall be located on a Portland or asphalt concrete surface.
  - (3) Semi-tractors (without an attached trailer or any other attachment), dump truck or similar commercial equipment licensed not in excess of 18,000 pounds gross vehicle weight and licensed to the owner of the property where parked.
  - (4) Trucks or vans or trailers or any other motor vehicles over one ton may be parked in residential districts provided that such vehicles are parked entirely within a fully enclosed, lawfully located residential-type garage.
  - (5) Emergency vehicles or public utility vehicles may be exempted also after written application and written approval of the police chief, subject to approval by the board of aldermen.

The term "overnight parking" means any parking in excess of four hours between the hours of 6 p.m. and 6 a.m.

- (q) *Commercial vehicles.* No person, firm, corporation or partnership shall drive through, park, or conduct any activity from a pickup truck rated more than one ton, van, semi-tractor, or commercial vehicle upon any street, highway or roadway within a residential area except for local deliveries. The term "delivery" means active loading or unloading of the vehicle or part of the same and shall not exceed two hours. The parking of such vehicles upon any private or public parking lot in any residential area is expressly prohibited without the permission of the property owner or agent for the property owner. The driver of any semi-tractor and trailer is hereby prohibited from allowing any motor or motors that is a part of the semi-tractor or trailer from running while parked in any residential area regardless of location. Any law enforcement officer or the community development director of the city may cause the removal of any vehicle or part thereof from any residential area where found in violation of the requirements of this chapter. Any expense incurred by the removal shall be at the expense of the driver, operator or owner of the towed unit.

(Code 2006, § 405.265; Code 2008, § 405.265; Ord. No. 1076, §§ 1, 2, 7-26-1990; Ord. No. 1080, 7-26-1990; Ord. No. 1112, § 1, 6-27-1991; Ord. No. 1746, § 3, 3-28-2001; Ord. No. 1774, § 1, 6-27-2001; Ord. No. 3176, § 2, 8-24-2011; Ord. No. 3369, § 4, 2-26-2014)