



CITY OF CASTROVILLE

Little Alsace of Texas

COMMUNITY DEVELOPMENT DEPARTMENT

703 PARIS STREET

CASTROVILLE, TEXAS 78009

PHONE: (830) 931-4090

SUBMIT PERMIT TO: PERMITS@CASTROVILLETX.GOV

Permit # _____

Home Occupation Application

APPLICANT INFORMATION

Business Name: _____ Contact Person: _____

Address: _____

Phone Number: _____ Email: _____

PROPERTY OWNER INFORMATION (IF NOT APPLICANT)

Name: _____

Address: _____

Phone Number: _____ Email: _____

PROJECT DESCRIPTION

Please Check One:

- | | | |
|--|--|--|
| <input type="checkbox"/> Home Office | <input type="checkbox"/> Tutoring Lessons | <input type="checkbox"/> Counseling or Therapy Services |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Author, Artist, Artesian, or Sculptor | <input type="checkbox"/> Dressmaker, Seamstress, or Tailor |
| <input type="checkbox"/> Small Item Repair | <input type="checkbox"/> Small Scale Assembly | <input type="checkbox"/> Other |

Description of Propose Home Occupation: _____

Gross Dwelling Floor Area: _____ Floor Area for Home Occupation: _____

Location of Area (Please Check One):

- | | |
|---|---|
| <input type="checkbox"/> Within Dwelling | <input type="checkbox"/> Within Attached Garage |
| <input type="checkbox"/> Within an Accessory Building | <input type="checkbox"/> Within a Detached Garage |

Number of residents of the dwelling that will be involved with the business: _____

Number of non-residents of the dwelling that will be involved with the business: _____

Will there be pick-up and/or delivery of products: No Yes

Hours of Operation: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of use will be complied with whether specified or not. I certify that I have read Article IV, Section 10 (entitled "Home Occupation Regulations") of the Comprehensive Zoning Ordinance of the City of Castroville and will comply with all regulations found therein. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law. **Approval of a home occupation shall be limited to a year.**

Signature of Applicant

Date

Signature of Owner (If Not Applicant)

Date

Home Occupations

Comprehensive Zoning Ordinance Article IV: Special Use Regulations Section 10: Home Occupation Regulations

A. **Home Occupations.** The purpose of this section is to insure the continuance of the residential character of City neighborhoods by permitting only low-intensity home occupations that are clearly incidental and secondary to the primary residential use of the property and that are conducted in a limited manner which creates little exterior indication of the activity and which does not create a nuisance or otherwise adversely impact the health, safety or welfare of the neighborhood or interfere with neighbors' the peaceful and quiet enjoyment of their domicile.

1. **Appearance of Residence:**

- a. The home occupation shall be restricted to lawfully-built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business. The installation, storage or use of any equipment or machinery not normally found in a household or general office shall be prohibited.
- b. The maximum area used for the home occupation shall not exceed 25% of the dwelling's gross floor area of the residence, including storage areas.
- c. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.
- d. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.
- e. Direct, on-premise sales, retail or wholesale, and the display of goods or products on the premises shall be prohibited. If sales are conducted on the Internet or off-premise, the pick-up (physical exchange) of items purchased may not take place on the premises of the Home Occupation. Exception: The sale of goods incidental to a service shall be allowed on-premise.

2. **Nuisance:**

- a. The creation of any noise, orders, vibrations, glare, fumes or electrical interference which is detectable outside the structure shall be prohibited. .

3. **Employees:**

- a. Other than members of a household residing within the dwelling located on the home occupation site, there shall be no other/not more than one full time equivalent employee at the home occupation site at any given time.
- b. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home occupation site.

Home Occupations

- 4. Advertising and Signs:** The home occupation shall not be advertised by any sign on the premises.
- 5. Vehicles, Parking and Traffic:**
 - a. Any home occupations may allow a maximum of 5 clients per day to visit the premises in the conduct of the home occupation. Visitation hours for the conduct of the home occupation shall only be allowed between the hours of 7:00am and 10:00pm.
 - b. No deliveries related to the home occupation shall be permitted by vehicles of more than 2 axes. Any deliveries shall only be allowed between the hours of 7:00am and 10:00pm.
- 6. Storage:**
 - a. Outside storage, visible from the public right-of-way or adjacent properties, that exceeds what is customary for a single family residence in the vicinity, is prohibited.
- 7. Business Hours:** There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7:00 am to 10:00 pm only.
- 8. Prohibited Home Occupation Uses:**
 - a. On-premise retail or wholesale sales of any kind where customers visit the residence.
 - b. Vehicle repair and service of any type, to include boats and recreational vehicles.
 - c. Uses involving the grooming, breeding or boarding of animals.
 - d. Repair services for large appliances, furniture, lawn mowers or similar engine repair.
 - e. Uses involving manufacturing and/or assembling.
 - f. Uses involving the sale of fire arms, ammunition or explosives.
 - g. Other uses not expressly authorized.
- 9. Enforcement:** The Code Enforcement Officer, with due cause, may visit and inspect the site of a home occupation in accordance with this chapter periodically to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice.



Please Initial to show that you have read and understand the Home Occupation regulations. If these rules are broken, your registration will be revoked.