



# HOME OCCUPATION APPLICATION

Community Development Department  
Planning Division

**APPLICATION SUBMITTAL:** Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**Applicant**

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

Property Owner (if different from Applicant): \_\_\_\_\_

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

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

Official Name of Business (if any): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

Zoning District(s) of Home Occupation: \_\_\_\_\_

Describe the Home Occupation (attach additional sheet(s) if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Name and Relationship of All Individuals Involved In the Home Occupation:  
\_\_\_\_\_  
\_\_\_\_\_

Combined Gross Floor Area of Dwelling Unit and Any Accessory Building(s): \_\_\_\_\_

Combined Gross Floor Area of Dwelling Unit and Any Accessory Building(s) Use for the Home Occupation: \_\_\_\_\_

## Home Occupation Defined

A home occupation is an occupation carried on in a dwelling unit, or in an accessory building to a dwelling unit, by a resident of the premises only, which is clearly incidental and secondary to the use of the premises for residential purposes (see Section 50-117 of the Code of Ordinances), and which can be conducted without any significantly adverse impact on the surrounding neighborhood.

## Permitted Home Occupation Uses (Section 50-117 of the Code of Ordinances)

- Office facility of an accountant, architect, landscape architect, attorney, engineer, consultant, insurance agent, realtor, broker, or similar profession;
- Author, artist, or sculptor;
- Dressmaker, seamstress, or tailor;
- Music/dance teacher, or similar types of instruction, provided that instruction shall be limited to no more than four pupils at a time;
- Individual tutoring and home schooling;
- Millinery;
- Office facility of a minister, rabbi, priest, or other clergyman;
- Home crafts, such as rug weaving, model making, etc;
- Office facility of a salesman, sales or manufacturer's representative, etc., provided that no retail or wholesale transactions or provision of services are personally and physically made on the premises;
- Repair shop for small electrical appliances, cameras, watches/clocks, and other small items, provided that the items can be carried by one person without using special equipment, and provided that the items are not equipped with an internal combustion engine;
- Food preparation establishments such as cake making/decorating or catering, provided that there is no on-premises consumption by customers, and provided that all aspects of the business comply with all State and local health regulations;
- Registered Family Homes (see definition in Section 50-2), in compliance with applicable State laws, which are incorporated herein by reference, with no more than six children;
- Swimming lessons and water safety instruction, provided that such instruction involves no more than four pupils at any one time; and
- Any other use is prohibited, unless and until such use is classified by amendment to this Ordinance (Section 50-117(e) in the Code of Ordinances).

## Home Occupation Standards

The following standards for home occupations are set forth to minimize annoyance and inconvenience to neighboring property owners within residential areas. These standards are intended to allow reasonable and comfortable enjoyment of adjacent and nearby property by their owners and by occupants of neighboring residential dwellings, while providing opportunities for the pursuit of home-based businesses.

I, \_\_\_\_\_, certify that my proposed home occupation:

- Is located within the AG, SF-20-E, SF-9, SF-6, D, or MF zoning districts;
- Will not produce any alterations or changes in the character or exterior appearance of the principal building from that of a residential dwelling;
- Will have no signs or performance of the home occupation activity visible from the street;
- Will be incidental and secondary to the use of the premises for residential purposes;
- Will not utilize floor area exceeding twenty-five percent (25%) of the combined gross floor area of dwelling unit and any accessory building(s) on the property;
- Will not utilize more than 500 square feet of the floor area of building(s) on the property;
- Will not have more than two patron or business-related vehicles present (on the property and/or street adjacent to the property?) at one time;
- Will only operate between the hours of 8:00 a.m. and 6:00 p.m. for outdoor activities, and between 8:00 a.m. and 10:00 p.m. for indoor activities;
- Will not increase vehicular traffic flow beyond what normally occurs within a residential district;
- Will not require regular and frequent deliveries by large delivery trucks or vehicles with a rated capacity in excess of one and one-half tons, according to the manufacturer's classification;
- Will not utilize any outside storage, including trailers;
- Will not utilize any outside displays;
- Will not employ mechanical or electrical equipment on the premises other than that which is customarily found in a home environment, and that which is customarily associated with a hobby or avocation which is conducted solely for pleasure and not for profit or financial gain;
- Will not generate noise, vibration, glare, fumes/odors, heat, or electrical interference beyond what normally occurs within a residential district;

- Will not require the use of chemicals on the property that are obnoxious or hazardous to the welfare of the neighborhood;
- Will not involve the use of advertising signs or window displays, or any other device that calls attention to the business use of the premises through audio and/or visual means; and
- Will not offer a ready inventory of any commodity for sale on the premises (e.g., arts and crafts items, handmade clothing, etc.).

I (applicant) hereby certify that I have read and understand the Use Standards listed above pertaining to home occupations as specified in the City of Tomball's Zoning Ordinance. I further understand and agree that I will abide by the terms and conditions enumerated in such provisions of the Ordinances of the City of Tomball.

**X** \_\_\_\_\_  
**Signature of Registrant** **Date**

STATE OF TEXAS           §  
COUNTY OF HARRIS       §

SWORN TO AND SUBSCRIBED before me on this, the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_