



City of Whitefish
 PO Box 158
 Whitefish, MT 59937
 Phone: 406-863-2400
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HOME OCCUPATION BUSINESS LICENSE APPLICATION

FEE ATTACHED: _____ (see current fee schedule)

I (we), the undersigned, hereby make application to conduct business within the city of Whitefish.

Business Name:	Phone:
Business Address:	
Mailing Address:	
City, State, Zip:	
Principal Owners/Officers of Business:	
Manager of Business:	
Email Address:	
Nature of Business:	
This Business is (check one): <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	

I understand the following criteria apply to my business (initial next to each standard that is met):

_____ Employees of the home-based business may only be members of the family residing on the premises plus one other person. If more than one non-family member will be employed by the business, a conditional use permit is required from the city. §11-3-13(B)(1) Number of Employees: _____

_____ The use of the home for a business shall be clearly incidental and subordinate to the use for residential purposes. No more than 1/4 of the gross floor area of the primary residence shall be used for the business. If more than 1/4 of the gross floor area will be devoted to the business, a conditional use permit is required from the city. §11-3-13(B)(2)

Square footage of primary residence: _____ Square footage used for home business: _____

_____ If an accessory building will be used for the home-based business, only an area not to exceed 1/4 of the gross floor area of the primary residence shall be used. §11-3-13(B)(2) Will the home occupation be in an accessory building? Y/N

_____ No exterior display, including window displays, are permitted. §11-3-13(B)(3)

_____ No outdoor storage. §11-3-13(B)(4)

_____ Exterior signage shall be limited to two (2) square feet, flush mounted on a building. §11-3-13(B)(5)

_____ There shall be no other exterior indication of the business. §11-3-13(B)(6)

_____ No materials or mechanical equipment shall be used or the business conducted in a manner that will be detrimental to surrounding residences. Such nuisances include, but are not limited to: vibration, noise, dust, smoke, odor or interference with radio or television reception. §11-3-13(B)(7)

_____ All required parking shall be met off-street on-site. A "to scale", dimensioned site plan approved by the Planning Office showing lot, buildings, adjacent streets, and 9' X 20' parking spaces shall be attached to this application if the home occupation has employees and/or drop-in customers. §11-3-13(B)(8), §11-3-13(A)

_____ Pedestrian and vehicular traffic generated shall not exceed that which is typical of a residence. §11-3-13(B)(9)

_____ No more than one vehicle trip at a given time and no more than eight (8) during any one day. §11-3-13(B)(9)

_____ No byproducts for disposal or cause to be dumped in the city sewer any hazardous waste including chemicals and cleaners, other than the volume and types that would normally be generated by a typical single family home. §11-3-13(B)(10) & (11)

_____ There is a limit of two business vehicles per home occupation allowed parked on the premises. §11-3-13(B)(13)

_____ No retail sales with stock and trade on premises will occur with this business. §11-3-13(B)(12)(c)

_____ Certain businesses cannot be a home occupation due to potential negative impacts on the neighborhood. This home business is not one of the prohibited businesses listed in §11-3-13(B)(12). (No vehicle/equipment repair or assembly, applicant assembly repair, equipment or vehicle rentals, storage of household goods, equipment or materials, extermination services, pet boarding or dispatch services are permitted.)

I agree a business license issued pursuant to this application is subject to all the terms and conditions of the Whitefish City Code, and the ordinances and resolutions pertaining thereto, and the applicant hereby agrees to be bound by said terms and conditions, and this license is nontransferable, except that I may apply to have the license transferred to a different site upon paying the necessary transfer fee. I agree to not conduct, operate, transact, engage in or carry on any industry, trade, pursuit, profession, vocation, entertainment or business until the business license is issued. I further certify the information given is correct to the best of my knowledge.

Applicant's Signature

Date

Title

Note: If the property where the home occupation to be conducted is not owned by the applicant (i.e., it is rented or leased), then the signature of the property owner is required below. §11-3-13(B)(14) A letter or e-mail from the property owner giving permission to the applicant can also be attached to this application in lieu of a signature.

Property Owner's Signature

Date

Check list: Complete Application Site Plan Attached (if required) Property Owner Signature (if rented)

----- For City Staff Use Only -----

Filing Date: _____ **Amount Paid:** _____ **Rect #:** _____

Building Official: _____ **Date:** _____

SECTION §11-3-13 MET: YES NO **CONDITIONAL USE PERMIT REQUIRED:** YES NO

Zoning Administrator: _____ **Date:** _____

Parking/Site Plan approved Yes _____ No _____ **If no, reason:** _____

Chief of Police: _____ **Date:** _____

Fire Marshal: _____ **Date:** _____

Disposition:
Approved _____ Denied _____ **Date:** _____

License Denied (reason): _____

Appeal Filed (date): _____ **Council Action:** _____ **Date:** _____

License Number: _____