



City of St. Clairsville
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 Planning & Zoning Administrator
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Administrative Use Only	
Permit Number: _____	Date: _____
_____ Signature of City Official	

Application for Home Occupation

Date: _____ **Application Number:** _____

Home Occupation Physical Address:

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Occupation Mailing Address: *Same as Physical Address*

Street Address: _____ **P.O. Box** _____ **City:** _____

State: _____ **Zip:** _____

Business Phone: _____ Home Phone: _____ Cell Phone: _____

Home Occupation Business Name: _____

Description of Home Occupation (See Attachment): _____

Square Footage of Home Occupation: _____ Total Square Footage of Residence: _____

Type of Home Occupation: Administrative Conditional Use

I hereby certify that the documentation submitted for review and consideration to the City of St. Clairsville is accurate and truthful. I affirm that my Home Occupation will be conducted in compliance with the submitted information and in accordance with the Home Occupation Code of the City of St. Clairsville.

I acknowledge that submitting an incomplete application may result in delays in the approval process or potential rejection of my application. Furthermore, I certify that I have thoroughly reviewed the Home Occupation Code and will operate strictly within the guidelines and parameters for which I have received approval.

The signatures below are duly authorized.

Property Owner's Signature: _____ Date: _____

Business Owner's Signature: _____ Date: _____

Home Occupation Application Submittal Checklist

To obtain a Home Occupation Permit (Zoning Permit) in the City of St. Clairsville, the following information must be submitted. Please note that incomplete, inadequate, or late submissions may result in delays or the rejection of your request to operate a Home Occupation. Should you have any questions regarding the submission requirements, kindly contact the staff for assistance.

- Application for Home Occupation
- Application for Zoning Compliance
- Application for Conditional Use (*if required*)
- Attach a description of the Home Occupation detailing how it meets the City Code.
- Deed to the property.
- Appropriate Fee.
- Plot Plan (*if required*)
- Proof of Residency at the address of the Home Occupation.

Detailed Description for the Home Occupation in Response to the City of St. Clairsville Code

The applicant is required to provide a comprehensive description of the home occupation. This response must adhere to the stipulations outlined in the Code and include detailed information regarding the specific location within the residence where the home occupation will take place. Additionally, it should specify whether clients or customers will visit the residence, the availability of parking spaces, the number of individuals employed at the residence (with the stipulation that only those who reside permanently at the residence may be employed), the square footage utilized for the home occupation, and any proposed signage information, if permitted.