

PLANNING DEPARTMENT  
GAUTIER, MISSISSIPPI

## PROCEDURE FOR HOME OCCUPATION APPLICATION

- A. Complete application form.
  - (1) Applicant must be owner of property or agent of the owner.
  - (2) Include any required attachments.
- B. Submit fee to cover administration costs as follows:
  - (a) Home Occupation..... \$126.00  
(\*Includes \$1.00 filing fee per MS Code §25-60-5)
- C. The Planning Director will conduct an in-house hearing on applications no sooner than ten (10) days following mailed notification to adjoining property owners.
- D. If there are no objections received in writing, the Director may grant a permit for the Home Occupation provided the applicant has met all of the requirements.
- E. If an objection is received, the applicant will be notified immediately and be given the option to have the request heard by the Planning Commission and City Council at a duly announced time and place.
- F. If approved, application for a privilege license shall be made through the City of Gautier Privilege License Department at City Hall.

PLANNING DEPARTMENT  
GAUTIER, MISSISSIPPI

## HOME OCCUPATION APPLICATION

Public Hearing Number

**TYPE OF REQUEST:**

Home Occupation \_\_\_\_\_

**FEE:**

\$126.00

\*Includes \$1.00 filing fee per MS Code §25-60-5

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

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

Address: \_\_\_\_\_ Mailing Address (if different): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Proposed Business: \_\_\_\_\_

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

### ATTACHMENTS REQUIRED AS APPLICABLE:

- \_\_\_\_\_ 1. Diagram showing dimensions of home and dimensions of area to be used for home occupation.
- \_\_\_\_\_ 2. Legal description and street address. (This will be provided by City Staff)
- \_\_\_\_\_ 3. A detailed project narrative.
- \_\_\_\_\_ 4. Copy of protective covenants or deed restrictions, if any. (Mark as "N/A" if none are known)
- \_\_\_\_\_ 5. Any other information requested by the Planning Director.
- \_\_\_\_\_ 6. Owner's Consent form, if anyone other than 100% sole owner makes application (see attached).

Signature of Applicant(s): \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Verify as Complete \_\_\_\_\_

Fee Amount Received \_\_\_\_\_

Initials of Employee Receiving Application \_\_\_\_\_

I, \_\_\_\_\_, the fee simple owner(s) of the following described property:

Address:

Parcel ID No.:

hereby petition to the City of Gautier to *Grant a Home Occupation for a* \_\_\_\_\_ and affirm that \_\_\_\_\_ is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand this application; attachments and fees become part of the official records of the City of Gautier, MS, and are not returnable.

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Owner's Signature)

Notary Information:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
(Printed Name of Notary Public)

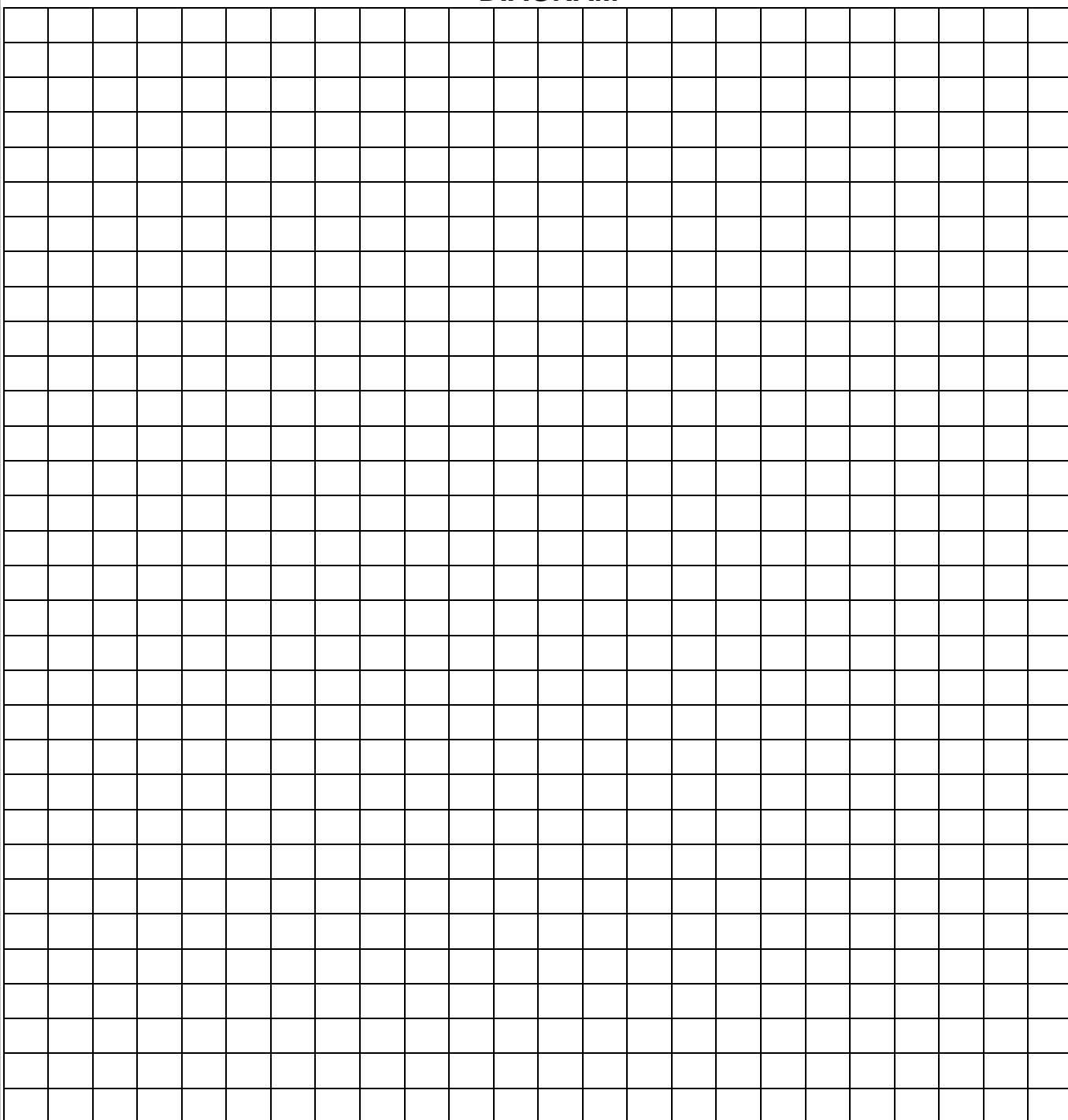
\_\_\_\_\_  
(Signature of Notary Public)

Commission # \_\_\_\_\_. My commission expires \_\_\_\_\_.

(Notary's Seal)

**HOME OCCUPATION DIAGRAM** – Provide a diagram showing the dimensions of your house and show how much of the house will be used for your Home Occupation (give room measurements or square footage). Use the space below or provide a separate sheet with diagram. Staff will provide guidance as needed on additional information needed on the diagram

**DIAGRAM**



**HOME OCCUPATION NARRATIVE** – Describe the proposed Home Occupation. Include what type of business (such as online, off site sales, mobile, etc.). Use the space below or provide a separate sheet of paper and attach. Staff will provide guidance as needed on additional information needed in the narrative.

## NARRATIVE

## **EXCERPT FROM GAUTIER'S UNIFIED DEVELOPMENT ORDINANCE CONCERNING HOME OCCUPATIONS**

### **SECTION 6.7 Regulations for Home Occupations**

#### **6.7.1 General Regulations**

A home occupation is a gainful occupation conducted in a dwelling unit, for which an annual privilege license must be issued and that:

- A. No stock in trade or commodity shall be sold on the premises.
- B. There shall be no employment of help other than members of the resident family.
- C. Not more than twenty (20) percent of the heated and cooled square footage area of the dwelling unit not to exceed five hundred (500) square feet shall be used in conducting the home occupation.
- D. There shall be no change in the outside appearance of the building or premises, no outdoor storage of anything, or any other visible evidence of the conduct of such home occupation other than one sign in accordance with regulations of Article not exceeding one non-illuminated sign no larger than one (1) square foot, mounted flush against the principal building.
- E. No home occupation shall be conducted in any accessory building.
- F. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be off the street and other than in the required front yard.
- G. No equipment or process shall be used in such home occupation which increases noise, vibration, glare, fumes, odors, or electrical interference to adjoining properties.
- H. The ED Director of shall periodically examine all businesses operating under a home occupation permit to determine if they are maintained in compliance with regulations set forth herein. The ED Director of is authorized to notify any business found to not be in compliance to cease operations and to revoke said permits.

#### **6.7.2 Home Occupations Permitted**

The following occupations, subject to the requirements of the above section, may be permitted as home occupations:

- A. Artist, sculptor, author
- B. Catering Service when they are a part of operator's residence

- C. Computer programming and word processing
- D. Cooking and preserving
- E. Dressmaker, seamstress, tailor, interior decorator
- F. Home office
- G. Instructional Studio, Private. Teaching, including tutoring, musical instruction or dancing, but limited to one pupil per teacher at any given time
- H. Private Professional Office
- I. Telephone answering service
- J. Any other similar use which the ED Director determines is compatible. The ED Director may elect to take any Home Occupation request to the Planning Commission for consideration.

#### 6.7.3 Prohibited Home Occupations

The following are NOT permitted as home occupations:

- A. Animal hospitals or animal rescue operations
- B. Child Care Facilities including kindergartens
- C. Convalescent homes
- D. Repair Shops requiring outside or major repair to equipment and/or vehicles
- E. Coffee Shops, restaurants or any facility serving beverages or food to the public.
- F. Boarding House