

City of Leeds, Alabama

Home Occupation Application

PLEASE thoroughly review this information before submitting your [home occupation application](#).

- The application should be submitted to the Development Department, located at 1400 9th St, Leeds, AL 35094.
- A copy of the applicant's driver's license (front & back) should be submitted with the application.
- An *approved* home occupation application is required before applying for a City of Leeds business license.
- [See Ordinance 2015-06-06 for full details.](#)

HOME OCCUPATIONAL MINIMUM REQUIREMENTS

The intent of the Home Occupational Ordinance is to allow a home-based business in a neighborhood residential zoning that does not generate activity or impacts such as traffic, deliveries and parking in excess of or out of proportion with the typical daily activity of the neighborhood. **The activity should be transparent.**

1. No excessive traffic or parking
2. No excessive deliveries
3. No excessive noise
4. No employees other than yourself and family that reside at the residence
5. No more than (1) business related vehicle permitted on the premises
6. Business related vehicle not to exceed (1) Ton in class / size
7. No visible signage.
8. No advertising using your home address
9. No transfer of a home occupational variance to another address. If you move to another neighborhood, you will have to re-apply to the Building Inspections Department and Business License Department.
10. No outside storage of supplies or materials
11. No change of character or out of the ordinary issues occurring on your property to draw attention that you are running a business. **"Be Transparent"**

If there are complaints received from your neighbors, any approval from the Building Inspections Department along with your business license could be rescinded. You would then need to seek a "Conditional Use" application with the Planning & Zoning Commission. Most applicants move their business to a commercial zoning when the business grows larger and employees, parking, etc. are needed or they can no longer abide by any of the above items.

Zoning Administration Approved Home Occupation Application

Applications for home occupations may be approved by the Zoning Administration, provided that all of the following regulations and requirements are satisfied. However, the Zoning Administration shall have the discretion, where the appropriateness of a proposed use as a home occupation may be in question, to require hearing and approval of any such application by the Planning & Zoning Commission.

1. The Home Occupation shall be clearly incidental to residential use of the dwelling in which located and shall not change the essential character of the dwelling or adversely affect the uses permitted in the district of which it is a part. No Home Occupation shall be permitted, which might interfere with the general welfare of the surrounding residential area due to increased noise and/or pedestrian and vehicular traffic or any other condition that would constitute an objectionable use of residentially zoned property.
2. All customary Home Occupations shall be limited to an office or a business of a personal service nature.
3. A Home Occupation shall be confined to twenty-five percent (25%) of the principal dwelling, and no outside storage shall be used in connection with it. No additional buildings or structures may be constructed in connection with the Home Occupation.
4. The employment shall be limited to the members of the family residing in the dwelling.
5. No display of products shall be visible from the street and only articles made on the premises may be sold.
6. Instruction of music, art, dancing and similar activities shall be limited to two (2) students at a time and any noise created by the activity shall not be detectable outside the premises.
7. The activity carried on as a Home Occupation shall be limited to the hours of 7:00 A.M. and 8:00 P.M.
8. The Building Inspector of the City of Leeds and a representative of the Public Safety Department of the City shall be permitted to make an inspection, upon receipt of the initial application; and, in addition, make annual inspections at license renewal time or at any time, upon reasonable request, to enter and inspect the premises covered for safety and compliance purposes.
9. The Building Inspector and/or the representative of the Public Safety Department shall file, with the Zoning Board of Adjustment, a written inspection report of any inspection to determine whether the licensee is in compliance. If the licensee is found not to be in compliance, areas of non-compliance shall be set out.
10. In the event of the death or relocation of a Home Occupation licensee, the existing license shall automatically terminate. However, if a surviving spouse or adult child, residing at the same residence at the time of this event desires to continue the Home Occupation, the license would remain in effect, providing everything set forth in this Ordinance.

FAILURE TO MEET THE ABOVE REQUIREMENTS MAY BE SUBJECT TO PENALTIES SET IN THE HOME OCCUPATION ORDINANCE NO. 2015-06-06 AND MAY RESULT IN THE BUSINESS LICENSE BEING REVOKED.