



PERMIT CHECKLIST – HOME OCCUPATION

PERMIT APPLICATION DESCRIPTION

A business use conducted completely within a dwelling unit, carried on by any member of the immediate family residing on the premises, clearly incidental and secondary to the use of the dwelling for residential purposes.

CHECKLIST

- A completed online application using our Citizen Permit Portal, Civic Access.
 - [Click here](#) to apply for a Home Occupation Permit. URL portal access below.
<https://noblesvillein-energovpub.tylerhost.net/Apps/SelfService#/home>
- Property Owner Consent Form if you do not own the property.
 - [Click here](#) to view the consent form. (URL below)
https://www.noblesville.in.gov/egov/documents/1706728035_14929.pdf
- Site plan with property lines showing property location.
 - If the Home Occupation will be operating from a detached building or structure (other than your home), please indicate the location on the Site Plan.
- Additional Requirements
 - Approved Home Occupation: Permits shall be valid for a period of one (1) year from the initial date of approval. Permits may be renewed annually provided there has not been any violation of the provisions of the Home Occupation Ordinance. It shall be the Applicant's responsibility to renew the Home Occupation permit annually a minimum of thirty (30) days prior to the permit expiration date. Home Occupation permits may be renewed with the submittal of an application and associated application fees; plans are not required unless there has been a change since the original application. Home occupation applicants shall permit a reasonable inspection of the premises by the Director or their designee to determine compliance with these provisions. Home occupations may be field checked annually to determine compliance.
 - Homeowner's Associations: If the proposed home occupation is within the jurisdiction of a homeowners' association, and the homeowner's association has recorded legally binding rules governing home occupations, the proposed home occupation is still subject to those rules. Approval of a home occupation permit by the City shall not be construed as approval by the homeowner's association.

- Child Care Homes: A Child Care Home must comply with all applicable City ordinances and State and Federal statutes and regulations including licensing. A copy of the State License to operate a Child Care Home shall be provided to the Planning and Development Department upon receipt.

This is not an inclusive list. Additional information may be required