

**HOME OCCUPATION  
REQUIRED INFORMATION**

- Complete Permit Application
- Site plan showing all existing structures.
- Drawing showing layout of structure to be used for home occupation.
- Identify structure and show where business activities are located within structure.
- Description of business activities.
- List of business equipment and supplies.
- Show all parking spaces if you have home deliveries or business clients.
- Number of employees or relatives and relationship to property and/or business owner.
- If you are going to have a sign, you will need to fill out a Sign Permit Application.

Page 2 of this packet is a reprint from the Hamilton County Zoning Ordinance - pages ZO:20-21 under definitions.

**Home Occupations** - A gainful occupation or profession conducted only by a member of a family residing on the premises and where the business or profession is conducted totally within the living area of the building and does not exceed 400 square feet in utilized area. The following are the **only permitted home occupations**:

- A. **Art Studios.** The conducting of one or more of the following activities: painting, sculpturing, jewelry making, weaving, photography or other similar functions defined as a fine art.
- B. **Beauty Shop.** The providing of beauty culture services to members of the general public as the result of being properly licensed and inspected. The maximum number of chairs shall be two (2).
- C. **Clergyman, Lawyer, Architect or Accountant.** Professional services conducted in the home requiring no support services except as may be provided by other members living in the dwelling.
- D. **Dressmaking.** Alterations or the making of men's or women's clothing.
- E. **Home Garage Sales.** The conducting of home rummage sales for the benefit of the family or a group of families. The maximum number which a family may conduct or in which they may participate shall be three (3) per year. The maximum duration of each sale shall be three (3) days.
- F. **Mail Order Business.** The receiving of orders for purchase of goods or materials through the mail or by telephone, such as magazines, catalog sales, etc., where the goods or materials are not inventoried on the premises of the dwelling.
- G. **Repair, Service or refurbishing of Equipment and Parts.** The conducting of repairs or renovation to small appliances, tools, furniture, electrical equipment such as saw sharpening and vacuum cleaner repair, TV or stereo or other similar activities. This activity shall be conducted totally within the principal residence and shall not be conducted in the garage, carport, open or screened porch, or in any other area outside the residence.
- H. **Teaching.** The providing of tutoring assistance to individual student as well as the offering of private lessons in music, art or other areas of the fine arts.
- I. **Typing and Other Office Services.** Office services such as report preparation, addressing envelopes, preparation of billings and other related office-type services.

# HAMILTON COUNTY PLAN COMMISSION

One Hamilton County Square, Suite#306  
Noblesville, Indiana 46060-2230 Phone: (317) 776-8490

Construction of this Project shall start within three(3) months of the date of this permit or the permit will expire. All work must be completed within (18) months for Primary structures, and (9) months for Accessory structures.

- DEMOLITION ONLY
- BUILDING PERMIT APPLICATION
- IMPROVEMENT LOCATION PERMIT
- POOL PERMIT

Certificates of Occupancy shall be issued prior to use and/or occupancy of all structures covered by this permit. Occupation of any structure prior to the issuance of a C/O, will result in a penalty of \$250 being assessed.

**TOWNSHIP:**

Adams

Noblesville

Wayne

White River

Full Release

Conditional Release

Foundation Only

Structure Only

Electrical Only

PARCEL # \_\_\_\_\_

PERMIT # \_\_\_\_\_

Fee \_\_\_\_\_

Apv'd by \_\_\_\_\_ Date \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Center Name \_\_\_\_\_

Zone \_\_\_\_\_ Erosion Control Plan Required: Yes \_\_\_ No \_\_\_

District \_\_\_\_\_ Property Size: \_\_\_\_\_ Split Date: \_\_\_\_\_

Flood Plain Elev. \_\_\_\_\_ Structure Elev. \_\_\_\_\_ Map # \_\_\_\_\_

Project Address \_\_\_\_\_ City \_\_\_\_\_

Owner's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Fax Number \_\_\_\_\_ Owner's Email Address \_\_\_\_\_

Builder's / Contractor's Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Builder's/Contractor's Fax Number \_\_\_\_\_ Builder's/Contractor's Email Address \_\_\_\_\_

Arch/Eng. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Registration# \_\_\_\_\_ License# \_\_\_\_\_ Bond \_\_\_\_\_

Existing Land use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

<p><b>OTHER APPROVALS REQUIRED:</b></p> <p>Water Permit # _____</p> <p>Septic/Sewer Permit # _____</p> <p>Road Cut Permit # _____</p> <p>Other _____</p> <p>B. Z. A. Doc. # _____</p> <p>P. C. Doc. # _____</p> <p>Drainage/Surveyor _____</p> <p><b>CONDITIONS:</b></p>	<p><b>TYPE OF PERMIT:</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Improvement Location</td> <td><input type="checkbox"/> Change of Use</td> </tr> <tr> <td><input type="checkbox"/> Single Family</td> <td><input type="checkbox"/> Retail Commercial</td> </tr> <tr> <td><input type="checkbox"/> Duplex</td> <td><input type="checkbox"/> Office</td> </tr> <tr> <td><input type="checkbox"/> Multi-Family</td> <td><input type="checkbox"/> Manufacturing</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Warehouse</td> </tr> </table> <p><b>TYPE OF IMPROVEMENT:</b></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> New Structure</td> <td><input type="checkbox"/> Primary Ag. Bldg.</td> </tr> <tr> <td><input type="checkbox"/> Addition</td> <td><input type="checkbox"/> Finish Tenant Space</td> </tr> <tr> <td><input type="checkbox"/> Garage</td> <td><input type="checkbox"/> Site-Land Improvements</td> </tr> <tr> <td><input type="checkbox"/> Structural Alteration</td> <td><input type="checkbox"/> Home Occupation</td> </tr> <tr> <td><input type="checkbox"/> Swimming Pool</td> <td><input type="checkbox"/> Accessory Structure</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Improvement Location	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Single Family	<input type="checkbox"/> Retail Commercial	<input type="checkbox"/> Duplex	<input type="checkbox"/> Office	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Manufacturing		<input type="checkbox"/> Warehouse	<input type="checkbox"/> New Structure	<input type="checkbox"/> Primary Ag. Bldg.	<input type="checkbox"/> Addition	<input type="checkbox"/> Finish Tenant Space	<input type="checkbox"/> Garage	<input type="checkbox"/> Site-Land Improvements	<input type="checkbox"/> Structural Alteration	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Accessory Structure		<input type="checkbox"/> Other _____
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**BUILDING INFORMATION:**

Total Square Feet Including Basement \_\_\_\_\_ Total Height in Feet Above Ground \_\_\_\_\_

Type of Construction:  Wood  Masonry  Metal  Post/ Beam

Roof Truss, Manufactured:  Yes  No Truss Supplied By \_\_\_\_\_

Type of Heat:  Gas  Electric  Geo Thermal  Solar  Wood

Type of Water Heater:  Gas  Electric  Geo Thermal  Solar

Foundation:  Crawl  Slab  Basement

Fireplace:  Masonry  Pre-Fab. Metal  Central Air Conditioning

Screened Porch  Patio/Deck (Type) \_\_\_\_\_  Garage (# Bays) \_\_\_\_\_

**CERTIFICATION AND NOTICE OF INTENT TO COMPLY**

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private building restrictions, if any, which may be imposed on the above property by deed.

I, further certify that the construction will not be used or occupied until the proper certificates of occupancy and compliance are filed with the office of the Hamilton County Plan Commission.

\_\_\_\_\_  
**Signature of Person Responsible for Construction**

\_\_\_\_\_  
**Home or Pool Owner**

\_\_\_\_\_  
**Date**

**\*\*APPLICANT MUST COMPLETE THIS PAGE\*\***

**CONSTRUCTION INFORMATION**

**GENERAL OR PRIMARY CONTRACTOR:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
PHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL \_\_\_\_\_

IS PROPERTY OWNER THE GENERAL OR PRIMARY CONTRACTOR?

YES \_\_\_\_\_ NO \_\_\_\_\_

**SUB-CONTRACTORS**

**FOUNDATION:**

EXCAVATORS \_\_\_\_\_ PHONE \_\_\_\_\_  
FOOTINGS \_\_\_\_\_ PHONE \_\_\_\_\_  
FOUNDATION WORK:  
BASEMENT \_\_\_\_\_ PHONE \_\_\_\_\_  
CRAWL/SLAB \_\_\_\_\_ PHONE \_\_\_\_\_

**ROUGH-IN:**

FRAMING \_\_\_\_\_ PHONE \_\_\_\_\_  
PLUMBING \_\_\_\_\_ PHONE \_\_\_\_\_  
ELECTRICAL \_\_\_\_\_ PHONE \_\_\_\_\_  
HVAC \_\_\_\_\_ PHONE \_\_\_\_\_  
FIREPLACE \_\_\_\_\_ PHONE \_\_\_\_\_  
FIREBLOCKING \_\_\_\_\_ PHONE \_\_\_\_\_

**ENERGY:**

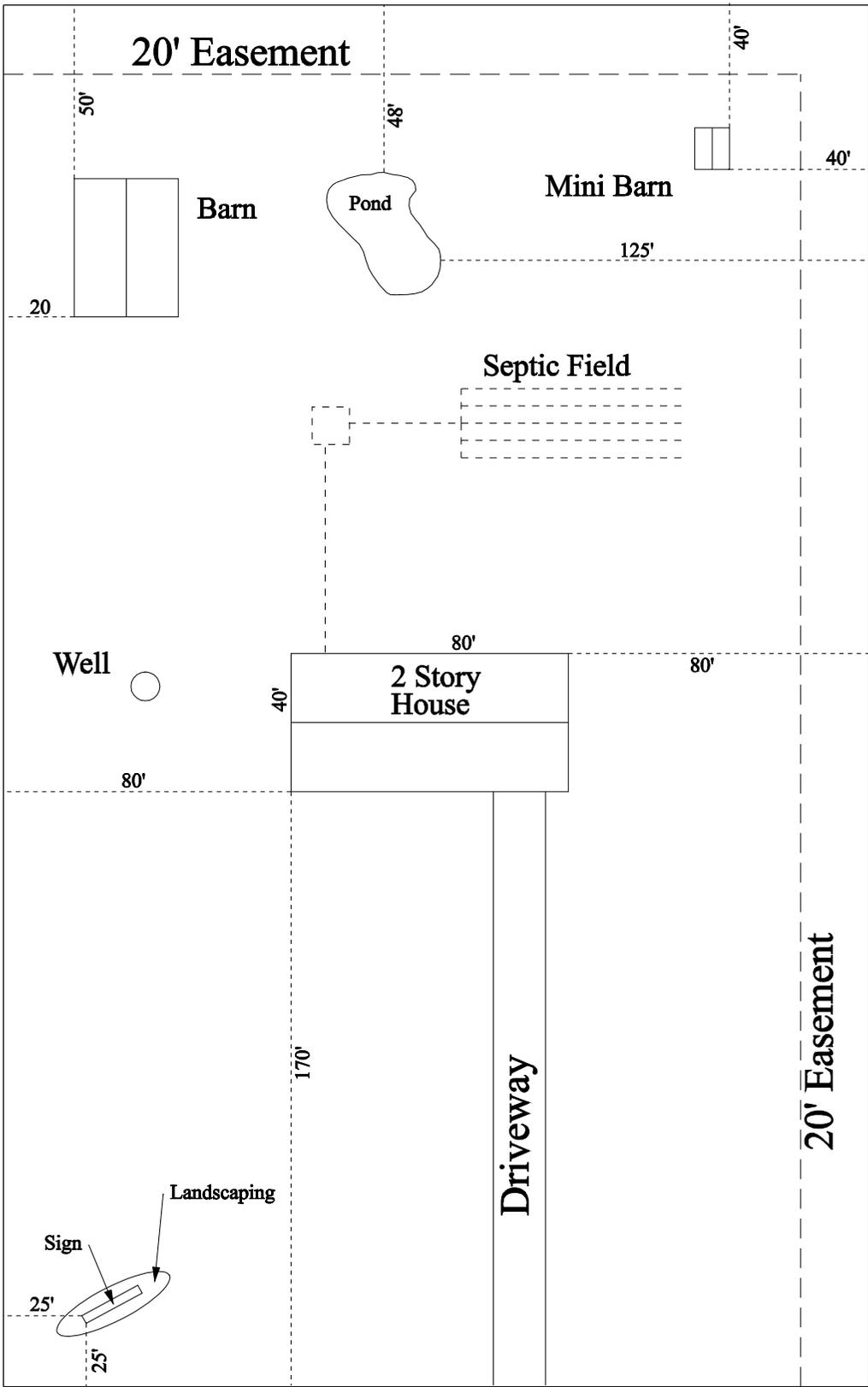
INSULATION \_\_\_\_\_ PHONE \_\_\_\_\_

**FINAL:**

FINISH CARPENTER \_\_\_\_\_ PHONE \_\_\_\_\_  
FINAL GRADING \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_  
**DIRECTOR/INSPECTOR**

\_\_\_\_\_  
**DATE**



Street Name

# EXAMPLE SITE PLAN