



# CITY OF TOPEKA

## APPLICATION FOR Home Occupation Permit

### Planning & Development Department PLANNING DIVISION

*Please Print or Type*

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Home Occupation: \_\_\_\_\_

YES NO

1. Will a member of the family residing on the premises carry on the home occupation?
2. Will there be more than one employee that is not a resident of the dwelling?
3. Will there be any exterior signs or display that will indicate any accessory use of the property?
4. Will all sale of commodity, goods or products be mail order or consignment?
5. Will all equipment, materials and work in progress be confined to the principal dwelling structure, excluding an attached garage?
6. Will the activity project any obnoxious sound, odor, smoke, light or in any way create any nuisance or adverse conditions upon the adjoining properties or neighborhood?
7. Will the occupation occupy more than 25% of the total floor area (including a basement) of the dwelling, exclusive of an attached garage?
8. Will the activity create a need for off-street parking, pedestrian and vehicular traffic, sanitary sewer and storm sewer usage, public water usage as well as other municipal services in excess of the normal and usual levels for other residential dwellings?
9. Is there any other accessory use or activity being carried on at this residence?
10. Have you read the Home Occupation regulations and agree to abide by these regulations?
11. List the hours the business will be operated. \_\_\_\_\_

**I certify that the above information is correct and true to the best of my knowledge.**

\_\_\_\_\_  
Applicant's Signature

**I have reviewed the above application and approve such use on the premise.**

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

**There will be a \$50.00 permit fee to be paid at the time the permit is issued. Please make checks payable to: City of Topeka. Please do not include payment at this time.**

**Return completed form by email to: [planning@topeka.org](mailto:planning@topeka.org)  
or mail to:**

City of Topeka Planning Division  
620 SE Madison, Unit 11 | Topeka KS 66607  
Telephone: 785-368-3728

Date of approval: \_\_\_\_\_ Inspector: \_\_\_\_\_

Planning & Development Director: \_\_\_\_\_