



Planning & Economic Development Department
Residential Zoning Compliance Certificate
For Home Based Business

Name of applicant: _____

Address of applicant: _____

Email address: _____ telephone: _____

Do you own _____ or rent* _____ the property where the home business will be performed?

**Note: If you rent or lease your residence, a [letter of property owner permission](#) must accompany this application.*

Name of business: _____

Nature of home business: _____

How many rooms will be used for the home business? _____

Name of **other** employees and/or partners involved in the home business: _____

Do all these individuals live on the premises? _____

Will any activity take place outdoors at your residence? _____

Will there be any signs or advertising at your residence? _____

Will customers visit you at your residence? _____

Will you hold parties to sell merchandise, or conduct any yard or garage sales at your residence? _____

Does the home business require any equipment, other than standard office equipment, that you must bring into your home or store on the property? _____ If yes, describe: _____

Will you accept deliveries from commercial suppliers, other than UPS/FedEx/DHL, etc.? _____

Will this business cause the generation, use, storage or disposal of any hazardous or toxic substances? _____

If yes, please explain: _____

Applicant hereby certifies that the information on this application is true and correct and understands that any false or misleading information shall render the zoning certificate void. Applicant agrees to notify the City of Madison if any of the above represented circumstances change; to permit the City of Madison to conduct periodic inspections of the premises, during normal business hours, to ensure the accuracy of these representations and to abide by the terms of Article XIV of the Zoning Code which regulates home based businesses.

Signature of Applicant

Date Submitted

FOR OFFICE USE ONLY:

Date Received: _____

Received By: _____

Date Entered: _____

Entered By: _____

Current Zoning is: _____

Proposed Use is: Permitted Use Prohibited Use

Variance case # _____

Special Exception case # _____

Action: Rejected Approved

Action: Rejected Approved

Approved/Denied: _____