

Charles County Government
Department of Planning and Growth Management
P.O. Box 2150, La Plata, Maryland 20646

HO # _____
Tax Acct # _____

APPLICATION FOR HOME OCCUPATION PERMIT

Applicant's Name: _____ E-mail: _____

Applicant's Address: _____

Home Phone: _____ Work Phone: _____

Property Owner's Name: _____

Property Address: _____

Subdivision: _____

Tax Map: _____ Parcel: _____ Grid: _____ Lot: _____

Public: Sewer _____ Water _____ Private: Septic _____ Well _____

Type of Business (Description): _____

Maryland Home Improvement Commission's License Number (if required):

Will the home occupation be located within the dwelling, in an attached accessory structure, or in a detached accessory structure? _____

How many employees will be engaged in the home occupation? _____

Are they family members? _____

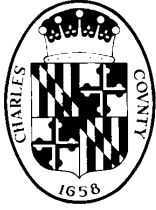
Will the home occupation involve any commercial vehicles? _____

Signature of Property Owner

Date

Signature of Applicant

Date



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HOME OCCUPATION PERMIT

Definition

An activity carried out for financial gain in a dwelling by the resident(s) which is subordinate to the residential use of the property.

General Information

Zoning authorization for a home occupation is issued to an applicant on a specific property. Relocation of the home occupation to another property or the transfer of the business to a new individual requires a new zoning authorization.

The permit fee of \$181.00 (non-refundable) is due at the time the application is submitted. Checks are made payable to "Charles County Commissioners". Fees are subject to change every July 1.

Delivery of inventory or materials is permitted only by the Postal Service, a private delivery service such as UPS, or by the occupant.

Traffic shall not exceed three (3) customers or deliveries per day and will not create an increase in traffic patterns normally associated with a residential community. Any parking required is to be limited to off-street gravel or paved parking, on the permit holder's property.

Employees are limited to members of the immediate family who reside in the dwelling.

One non-illuminated sign not exceeding four (4) square feet in area, attached flat to a building, to advertise the home occupation is permitted with the submittal of a sign permit application.

Retail sales from the home is prohibited.

Business considered **suitable** as home occupations include, but are not limited to:

- tailoring or dressmaking
- catalogue or mail order sales
- typing or word processing services
- bookkeeping or accounting services
- woodcrafting or other home crafts
- answering services
- office space for off-site businesses

Businesses considered **unsuitable** as home occupations include, but are not limited to:

- automobile sales, repair, dismantling, storage or body shop
- engine or machine repair
- dance studios
- retail sales
- medical or dental offices
- restaurants
- barber or beauty shops

The approved permit will state the limits on business activity. Business activity outside of the limits of the permit may result in the zoning authorization being revoked.

For some businesses, a license from the Clerk of the Circuit Court is required, in addition to zoning authorization from the Department of Planning & Growth Management. The Clerk of the Court can be contacted for additional information at (301) 932-3240. If a business license is also required, the applicant must provide the approved Home Occupation Permit application to the Clerk of the Court.

You may also be required to obtain a license through the Maryland Home Improvement Commission if your business includes (not all inclusive):

Acid Cleaning	Gas Burners	Roofing
Acoustical Treatment	Glaziers	Sandblasting
Awnings	Grating-Floor-Steel-Aluminum	Screens - Doors & Windows
Bathrooms	Guards - Doors & Windows	Sealants - Decks & Driveways
Bricklaying	Hot Tubs - Permanent	Sheet Metal Work
Bulkheads	House Movers	Shower Bath Enclosures
Burglar Alarm Systems	Insulation	Sidewalks
Cabinet Installation	Iron, Ornamental	Siding
Carpentry	Jalousies	Sink & Counter Tops
Carpports	Kitchen Cabinets	Skylights
Caulking	Landscaping	Sod (when landscaping)
Ceilings	Linoleum	Solar Film on Windows
Chimneys	Locks	Solar Systems
Club Rooms	Marble	Stained Glass
Decks	Mirror Installation	Stairs
Doors	Painting	Stone - Cast
Driveways	Paneling	Stone Masonry
Dry Walls	Patios	Storm Windows & Doors
Excavating	Paving	Stucco
Fallout Shelters	Piers	Swimming Pools
Fences	Plastering	Tile
Fire Alarm Systems	Plastic Sheeting on Windows	Terrazzo
Fire Escape	Pointing	Vanities
Fireplaces	Porch Enclosures	Wallpapering
Flagstone	Radon Gas Mitigation	Wall Coverings
Floor Laying Refinishing	Railings	Waterproofing
Foundations	Replacement of Dishwashers,	Windows
Garages	Garbage Disposal & Refrigerators with ice makers	

If you are required to obtain a license from the Maryland Home Improvement Commission, call 1-888-218-5925. This license must be obtained before a Home Occupation Permit is issued.