



# City of Green Bay Application for Home Occupation

Fee: \$25.00

SUBMIT TO:  
Dept. of Community & Economic  
Development  
100 N Jefferson Street – 608  
Green Bay, Wisconsin 54301-5026  
or  
[planning@greenbaywi.gov](mailto:planning@greenbaywi.gov)

**\*\*PLEASE TYPE OR PRINT USING BLACK INK\*\***

## APPLICANT INFORMATION

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

Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Status of Applicant (Please Check):  Owner  Representative  Tenant  Prospective Buyer

Applicant's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

## OWNER INFORMATION

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Property Owner's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

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## HOME OCCUPATION INFORMATION

Address of Proposed Home Occupation: \_\_\_\_\_

Business Name: \_\_\_\_\_

Proposed Business Use (describe in detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the home occupation carried on wholly by a resident of the dwelling unit?  Yes  No

If no, explain: \_\_\_\_\_

Area used for the home occupation (see attached example and fill out lines 1-3 below).

1. Square Footage of house (all habitable floors): \_\_\_\_\_

2. Square Footage of house used for home occupation (excluding garage & outbuildings): \_\_\_\_\_

3. Percent of floor area within the residence proposed to be used by the home occupation? \_\_\_\_\_

Is there a legal off-street parking space available for the home occupation use?  Yes  No

**APPLICATION APPROVED BY:** \_\_\_\_\_ **DATE APPROVED** \_\_\_\_\_

**CERTIFICATION OF ZONING COMPLIANCE**

**Regulations governing home occupations are located in  
Chapter 44, Article XVI, Section 44-1587 of the Green Bay Municipal Code.**

- (a) Home-based occupations may include small professional offices, service establishments, musical instruction, or home crafts which are typically considered accessory to a dwelling unit.
- (b) A home-based occupation shall not involve the conduct of a retail or wholesale business, a manufacturing business, a commercial food service requiring a license, or auto service or repair for any vehicles other than those registered to residents of the property.
- (c) A home-based occupation shall be carried on wholly within the main building or within a permitted accessory building.
- (d) Exterior alterations or modifications that change the residential character or appearance of the dwelling, any accessory buildings, or the property itself shall be prohibited.
- (e) No person other than residents of the principal dwelling may be employed in the home-based occupation.
- (f) Service occupations shall serve no more than two parties at a time where a party is defined as one client or a group of no more than four individuals representing one client. A party is also defined as one family.
- (g) There shall be no exterior storage of equipment or supplies associated with the home-based occupation. Neither an enclosed trailer nor an open trailer that is empty shall be considered "equipment" and may be parked outside in compliance with Section 44-1747(f).
- (h) The required off-street parking area provided for the principal use shall not be reduced or made unusable by the home-based occupation. There shall be parking of no more than one motor vehicle (not exceeding 10,000 pounds) associated with the home-based occupation, and parking of vehicles and trailers shall comply with Section 44-1747(f).
- (i) There shall be no indication of offensive noise, vibration, smoke, dust, odors, heat, or glare at or beyond the property line.
- (j) The operation of the home occupation, as it is apparent to adjacent residential uses, shall begin no earlier than 7:00 a.m. and end no later than 9:00 p.m.
- (k) Shipment and delivery of products, merchandise, or supplies shall be limited to between the hours of 8:00 a.m. and 6:00 p.m. and shall occur only in single rear-axle straight-trucks or smaller vehicles normally used to serve residential neighborhoods.
- (l) A home-based occupation may have an identification sign conforming to the standards for signs in residential districts, as specified in Chapter 30, Signs.
- (m) The use of a dwelling unit for a home-based occupation shall be clearly incidental and subordinate to its use for residential purposes by including no more than 25 percent of the habitable floor area of the dwelling unit in the conduct of the home-based occupation.
- (n) Any home-based occupation that exceeds the standards of this section is permitted only through a conditional use permit, as outlined in Article II of this chapter, Administration.
- (o) No home-based occupation shall be permitted, or approved as a conditional use, that is found to impair the character of the residential neighborhood or that is found to pose a risk to health or safety in excess of that which is common to a residential neighborhood.

**I hereby certify that all of the statements above and included with this application are true and correct to the best of my knowledge and belief, and that the home occupation will be operated in compliance with Municipal, State and Federal Laws.**

Applicant's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

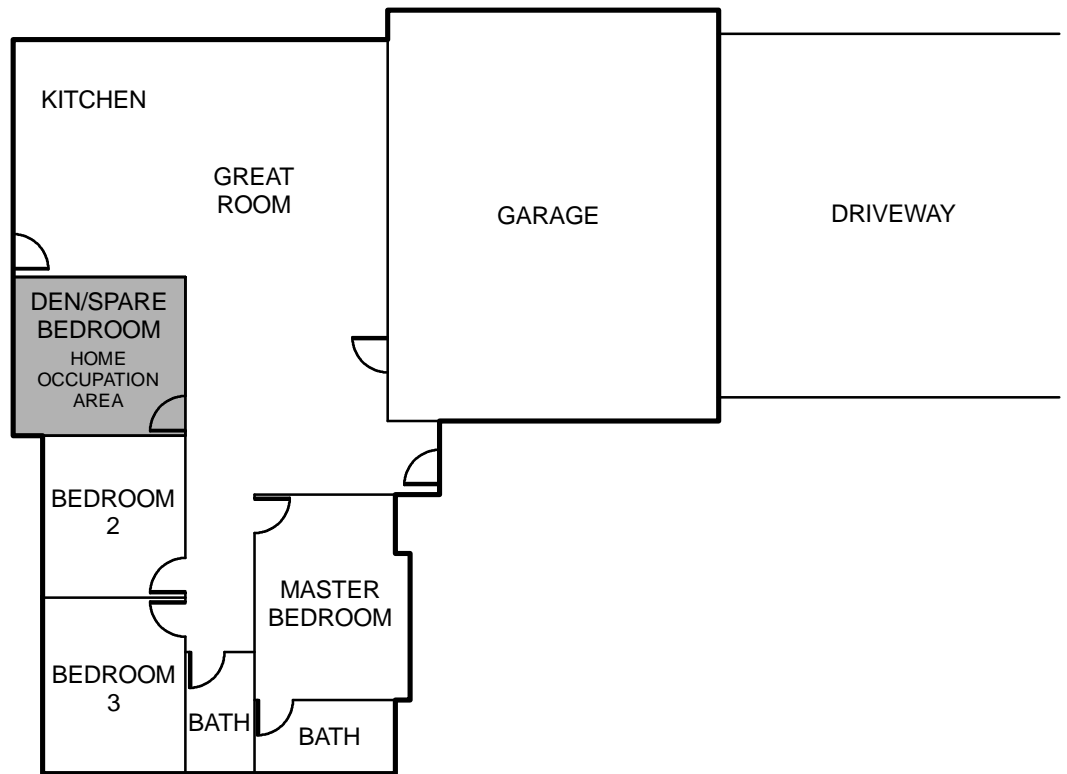
**SUBMITTAL REQUIREMENTS**

- o **A completed application.**
- o **A site plan including:**
  - Property address.
  - All property lines and relationship to the public street(s).
  - All existing buildings, structures, and paved areas on-site.
  - Location of area(s) to be used for the home occupation.
- o **Application fee.** \$25.00 One-time fee per home-based occupation permit.

**Applications that are not complete or that are not legible will not be accepted**

**For more information please visit the City's website at:  
<https://greenbaywi.gov>**

# EXAMPLE OF HOME OCCUPATION FLOOR AREA



## SQUARE FOOTAGE

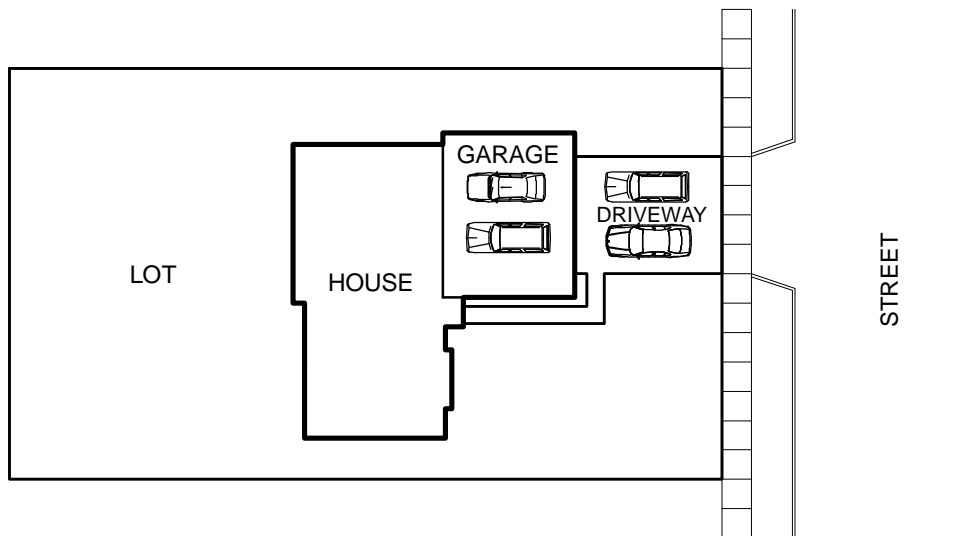
TOTAL HOUSE (all floors) : \_\_\_\_\_

HOME OCCUPATION : \_\_\_\_\_

PERCENT (%) OF HOUSE : \_\_\_\_\_

No greater than 25% of habitable area

# EXAMPLE OF SITE PLAN / SURVEY



= PARKING SPACES  
2 REQUIRED FOR UNIT.  
1 PER UNIT MUST BE COVERED/ENCLOSED