



Planning Department

# Application for Level 1 Home-Based Business

Applicant Information	Property Information
Name:	Address:
Address:	Tax Map and Parcel:
Phone:	Zoning District:
Agent Name, Address and Phone Number: (if other than applicant)	Property Owner and Mailing Address: (if other than applicant)

**IMPORTANT:** This application must be typed or legibly printed and filed with the Planning Department in 915 Quarrier Street, Suite 1 Charleston, WV 25301. Phone - 304-348-8105 or Facsimile 304-348-8042.

Level 1 home-based business are a permitted accessory use where business activities include, but are not limited to, receiving or initiating correspondence, such as phone calls, mail, faxes, or e-mail; preparing or maintaining business records; word and data processing; and telephone, mail order, and off-premise sales.

Level 1 Home-based businesses shall not be permitted to:

1. Sell articles or products on the premises.
2. Generate any additional pedestrian or vehicular traffic not normally associated with the residential use of the dwelling.
3. Receive deliveries to or from the dwelling, except by the occupant, U.S. Mail or by courier, and by no customers or clients.
4. Display signs for the business use.
5. Have employees who are not members of the resident dwelling unit.

Home-based businesses shall not include dance studios, commercial repair or storage of automobiles, medical or dental clinics or offices where patients are treated, restaurants, bars/nightclubs, mortuary or funeral establishments, boarding/rooming/tourist homes, kennels, stables, veterinarian clinics/hospitals, nor adult uses. Uses not specifically mentioned shall not be permitted when the Planning Director determines that such use is of the same general character as at least one of those stated above.

Home-based businesses may have their permits revoked for the following reasons:

1. Any change in use or any modification to the granted home-based business that is not first approved by the Planning Director or the Commission.
2. Any nuisance, including noise, vibration, smoke, electrical interference, dust, heat, glare, or obnoxious odor, detectable beyond the property lines or beyond the walls of the dwelling unit, if the unit is part of a multifamily structure.

3. Failure to register with the City of Charleston Collector's Office and pay any annual municipal license fee within thirty days after the due date or to renew the municipal license.

I, \_\_\_\_\_, do hereby acknowledge that I have read this definition, and that I agree to fully comply therewith. I further agree that should I violate any of these requirements my permission to operate a home-based business may be revoked by the City, and my business be forced to cease and desist.

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Business Name

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Business Address

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Signature

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Date

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IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE PLANNING  
DEPARTMENT