



# Home Occupation Permit

Please submit ALL required documents and application fee of \$53.00 to:  
Covington Department of Economic Development  
ATTN: Zoning Administrator  
20 W. Pike Street Covington, KY 41011  
Phone: (859) 292-2135 | Email: Permit@covingonky.gov

1. Name of Applicant: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_

2. Will anybody other than members of the family residing at the property be involved in the proposed home occupation? *No home occupation may have employees working at the home occupation other than family members residing at the property*  
 Yes                       No
3. Will the proposed home occupation involve any group instruction, assembly, or activities?  
 Yes                       No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Will the use of your property remain mainly residential? *Home occupations must be secondary to the residential use of the property*  
 Yes                       No

If no, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Will the proposed home occupation use more than 25% of the floor space? This

includes basements and cellars. *Home occupations must be less than 25% of the floor space*

Yes                       No

6. Will you store any materials for your work outside?

Yes                       No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Will the proposed home occupation be conducted in any accessory structure (shed, garage, etc.) *Note all home occupation activities must be conducted in the main structure.*

*No work may occur in accessory structures.*

Yes                       No

11. Will the proposed home occupation generate any motor vehicles or pedestrian traffic greater than normal in a residential neighborhood? *Home occupations must not generate additional motor vehicle traffic.*

Yes                       No

12. Will the proposed home occupation involve the use of any equipment or process which creates noise, vibration, flares, fumes, odors, or electrical interference which is detectable to the normal senses?

Yes                       No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. How many businesses will be listed at this location? \_\_\_\_\_

15. Will the proposed home occupation involve the sale of goods on your property?

Yes                       No

If yes, please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Will the proposed home occupation involve any change in the outside appearance of any building on the property, or any other evidence that will indicate from the exterior, any use of the building for any purpose other than a dwelling unit?  
 Yes                       No

17. Are any signs proposed?  
 Yes                       No

If yes, please describe and show location: \_\_\_\_\_

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

It is understood that (1) A business license must be obtained if the proposed home occupation permit is approved; and (2) that no customers or employees are permitted to come to the home.

\_\_\_\_\_  
*Owner or Authorized Agent (Please Print)*

\_\_\_\_\_  
*Date*

Home Occupations are subject to the standards of 03.07.7(G) of the Covington Neighborhood Development Code