



METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

DEPARTMENT OF CODES & BUILDING SAFETY

OFFICE ADDRESS
METRO OFFICE BUILDING – 3rd FLOOR
800 SECOND AVENUE, SOUTH
NASHVILLE, TENNESSEE 37210

MAILING ADDRESS
POST OFFICE BOX 196300
NASHVILLE, TENNESSEE 37219-6300
TELEPHONE (615) 862-6500
FACSIMILE (615) 862-6514
www.nashville.gov/codes

THE CUSTOMER WILL FURNISH THE FOLLOWING ITEMS TO OBTAIN ACCESSORY HOME OCCUPATION PERMIT:

1. **Letter of intent** stating exact details of home occupation and applicant's intent to fully comply with the Zoning Code Section 17.16.250(C) (copy attached). The applicant must state in the letter the number of square feet they plan to use in connection with the home occupation and that it will not exceed 20 percent of the floor area in the residence or accessory structure occupied and in no case more than 500 square feet. It must also state that they fully understand that they cannot serve customers on the premise and can only have one employee other than a resident of the dwelling on the property.
2. **Copy of a floor plan** of the residence (copy attached).
3. If you rent, you will need a letter from the management of your apartment complex or the landlord of your rental property permitting you to have a home occupation.
4. A fee of \$50.00 is required. This is a one-time fee, not a yearly fee.

THE ZONING EXAMINER WILL FURNISH:

1. A copy of the application to the zoning inspector so they can inspect the property to verify residence requirements before the permit is issued.
2. A copy of all home occupation permits is to be provided for the division secretary so it can be forwarded to the district councilperson by the zoning examiner.

Letter of Intent

To Whom It May Concern:

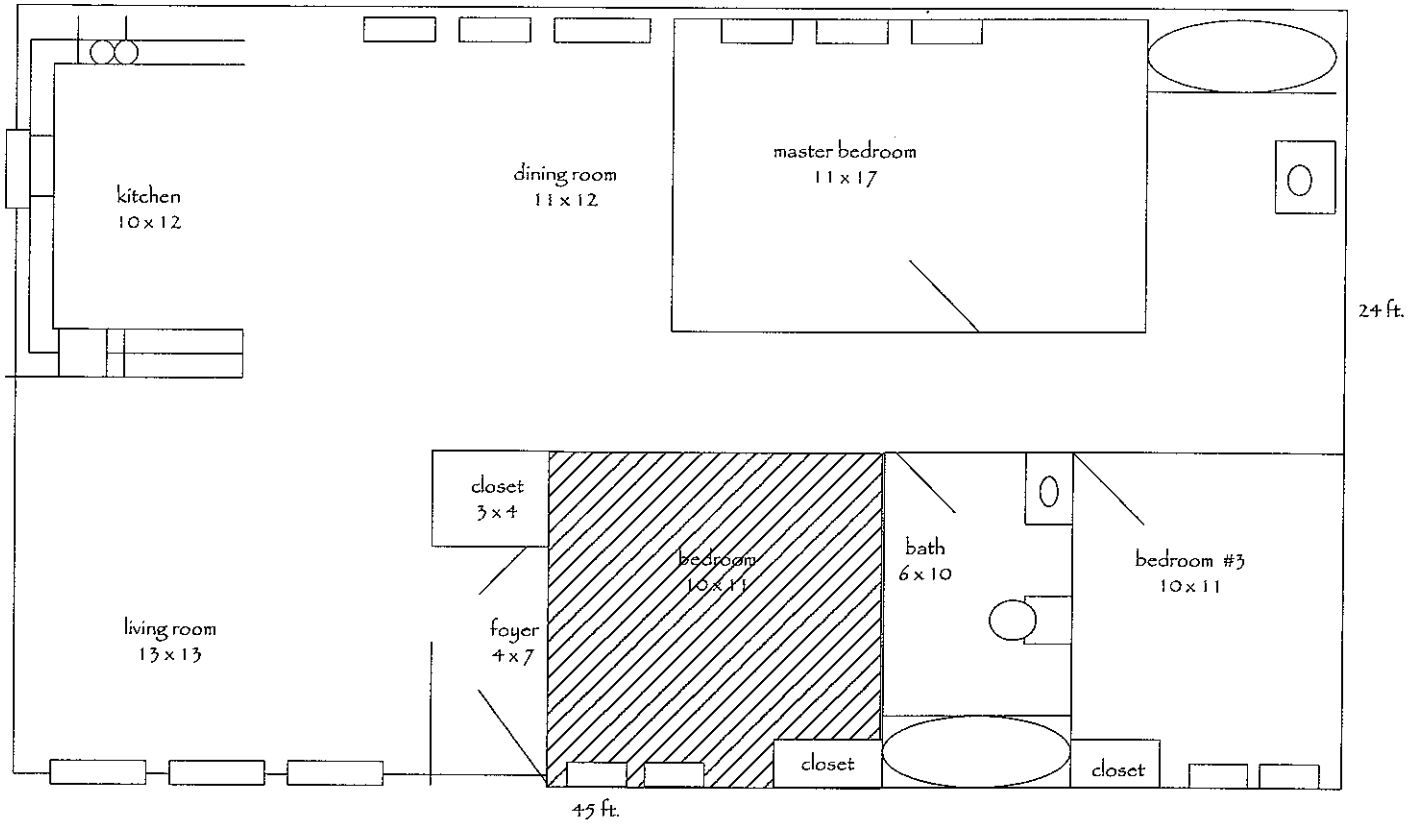
I _____ wish to use a _____
square foot portion of my residence, approximately _____% of my
floor area, as a home occupation. (Description of the business below)

I fully understand that I must at the time of obtaining the permit for a home occupation be a full time resident of the property for which I have applied. The Code does not permit more than one (1) additional full time employee other than full time residents of the property. No customers may visit the property nor any additional employees.

I have received a copy of Section 17.16.250(C) of the Metropolitan Zoning Code outlining the restrictions on home occupations and I intend to fully comply.

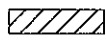
Sincerely,

EXAMPLE FLOOR PLAN



1080 square feet living space

Designate the amount of floor area to be used as home occupation. Not to exceed 20% of floor area, up to 500 square feet maximum. Calculate on living space not to include garage or accessory buildings.

 indicates area of home occupation.

example:
living space 1080 sq. ft.
garage 500 sq. ft.
 $1080 \times 20\% = 216$ sq. ft.
216 sq. ft allowed to be used as home occupation.
proposed $10 \times 11 = 110$ sq. ft.

Section 17.16.250 (C)

C. Home Occupation. A home occupation shall be considered an accessory use to a residence subject to the following:

1. The home occupation shall be conducted in a dwelling unit or accessory building by one or more occupants of the dwelling unit. No clients or patrons may be served on the property. No more than one part-time or full-time employee not living within the dwelling may work at the home occupation location.

2. The home occupation shall not occupy more than twenty percent of the total floor area of the principal structure and in no event more than five hundred square feet of floor area.

3. The home occupation shall not be advertised by signs, exterior displays or interior displays of goods visible from the outside, or any exhibit whatsoever that would indicate that the dwelling unit or accessory building is being utilized for any purpose other than a residence.

4. The use of mechanical or electrical equipment shall be permitted in connection with a home occupation provided such equipment:

a. Would be used for purely domestic or household purposes;

b. Is located entirely within the dwelling unit or accessory building and cannot be seen, heard or smelled from outside the dwelling unit or accessory building and has an aggregate weight of less than five hundred pounds; and

c. Does not interfere with radio and television reception on neighboring properties.

5. The storage of materials or goods shall be permitted in connection with a home occupation provided such storage complies with the following standards.

a. All materials or goods shall be stored completely within the space designated for home occupation activities.

b. Only those materials or goods that are utilized or produced in connection with the home occupation may be stored within the dwelling unit or accessory building.

c. All materials or goods shall be stored completely within the dwelling unit or accessory building.

d. All flammable or combustible compounds, products or materials shall be maintained and utilized in compliance with *Fire Code NFPA-30*.

6. External structural alterations not customary in residential buildings shall not be permitted.

7. Offensive noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, or other objectionable effects shall not be permitted.

8. The manufacture or repair of transportation equipment shall not be permitted as a home occupation.

9. Vehicles associated with the home occupation shall be limited to one vehicle with a maximum axle load capacity of one and one-half tons.