



# City of Cibolo Home Occupation Affidavit

Address: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

\_\_\_\_\_ I own this home (attach proof of ownership)

\_\_\_\_\_ I rent this home (attach notarized letter from owner granting permission to conduct business from premises)

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

A Home Occupation is an accessory use of a dwelling that may constitute all or some portion of the livelihood of a person living in the dwelling. The Home Occupation must be clearly incidental to the residential use of the home and cannot change the residential character of the home or adversely affect the surrounding neighborhood.

Home Occupations are subject to the following requirements:

- A. Be conducted entirely within a dwelling or integral part thereof and have no outside storage of any kind related to the home occupation;
- B. Be clearly incidental and secondary to the principal use of the dwelling;
- C. Be conducted only by persons residing on the premises (non-resident employees are not permitted);
- D. Does not affect the residential character of the dwelling;
- E. Deliveries by commercial vehicle occur only between the hours of 8 a.m. and 6 p.m.
- F. Create no disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, unhealthy or unsightly condition, traffic, or parking problem;
- G. The home occupation shall not result in the off-street or on-street parking of more than two (2) vehicles at any one time not owned by members of the occupant family;
- H. No interior or exterior business sign shall be permitted;
- I. No mechanical equipment shall be used except of a type that is similar in character to that normally used for domestic purposes.
- J. Home occupations shall not use electrical or mechanical equipment that result in:
  - a. A change to the fire rating of the structure;
  - b. Visual or audible interference in off-site radio, television or electronic equipment;
  - c. Off-site fluctuations in line voltage;
- K. No more than one (1) home occupation shall be permitted within a single dwelling unit;
- L. All home occupations may be subject to periodic inspections by the City;
- M. Retail sales shall be limited to internet, mail order, and telephone sales; with off-site delivery and the sale of products assembled at the residence.
- N. Services to patrons shall be arranged by appointment or provided off-site;
- O. There shall be no more than three (3) deliveries per week to the residence by suppliers, except through the delivery of mail by the United States Postal Service or via private delivery services that typically provide neighborhood deliveries; and
- P. **Provide copy of Texas Sales & Use Tax Permit issued by the State of Texas Comptroller's Office.**

- Q. Provide copy of Certificate of Formation, Assumed Name Certificate/DBA, or other similar business identification document;
- R. The following activities shall be prohibited as a home occupation:
  - a. Outdoor automobile, truck and heavy equipment repair;
  - b. Outdoor auto body work;
  - c. Auto body painting;
  - d. Parking and storage of heavy equipment;
  - e. Storage of building materials for use on other properties; and
  - f. The preparation, cooking or sale of potentially hazardous food items from a home kitchen
- S. The sale of firearms shall only be permitted subject to the following conditions:
  - a. Issue of a license by the Bureau of Alcohol, Tobacco and Firearms;
  - b. Installation of a monitored home security system;
  - c. Installation of security lights that do not adversely affect adjoining residence;
  - d. Installation of a safe, or an equivalent storage system to store all firearms;
  - e. Notification to the Police and Fire Chiefs of the City of Cibolo;
- T. Exemptions from the provisions of this chapter are:
  - a. Garage sales;
  - b. For-profit production of produce or other food products grown on the premises.
    - i. This may include temporary or seasonal sale of produce or other food products grown on premises; and
    - ii. Hobbies which result in payment to those engaged in such activity.
- U. A floor plan of the residence in which you will be conducting your home occupation must be submitted with your application that depicts the following:
  1. Address of residence
  2. Name and phone number of property owner
  3. Square foot of entire dwelling unit
  4. Square footage dedicated to the home occupation
  5. Entry location
  6. Existing parking locations
  7. Any other information relevant to processing your application
- V. Home occupation shall comply with all applicable Federal, State and Local Laws, Regulations and Ordinances.

I have read, understand and will comply with the conditions of Cibolo Unified Development Code, as contained herein.

Dated on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name

City Staff Use Only:

\_\_\_\_\_ Approved      \_\_\_\_\_ Denied

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Planning Department

\_\_\_\_\_  
Date