



**CITY OF CHOCTAW**  
 2500 N Choctaw Rd / PO Box 567, Choctaw, OK 73020  
 Phone 405.390.8198 / Fax 405.390.3332

Cash  
 Check \_\_\_\_\_  
 Credit Card \_\_\_\_\_  
 Permit # \_\_\_\_\_  
 Received \$ \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Receipt No. \_\_\_\_\_

### HOME OCCUPATION PERMIT

Applicant Name: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Business Mailing Address: \_\_\_\_\_  
 Business Physical Address: \_\_\_\_\_  
 Business Owner's E-mail: \_\_\_\_\_@\_\_\_\_\_  
 Owner Phone No.: \_\_\_\_\_ Owner Cell No.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_ Emergency No.: \_\_\_\_\_  
 State/Fed ID#: \_\_\_\_\_  
 Total Dwelling Sq Ft: \_\_\_\_\_ Sq Ft used for Business: \_\_\_\_\_  
 Number of Buildings on Property: \_\_\_\_\_ Number of Buildings to be Used: \_\_\_\_\_  
 Will detached structure be used:  Yes  No If yes, how many Sq Ft? \_\_\_\_\_  
 Type of Use: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
 Describe activity: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
 Unplatted Tract: Acres: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**Which type of Home Occupation Class are you applying for?**     **Type I (Minor)**     **Type II (Major)**

I hereby certify that the above information is true and correct; that I have read the notes and policies and procedures; that I will observe and conform to all codes and ordinances governing such business in the City of Choctaw.

\_\_\_\_\_  
 Signature of Owner or authorized agent

\_\_\_\_\_  
 Date

**Home Occupation Permit Fees:**

- A. Home Occupation Type I**
- 1. Permit Fee \$25.00
  - 2. Renewal Fee \$25.00  
(Yearly by June 30<sup>th</sup>)

- B. Home Occupation Type II**
- 1. Permit Fee \$75.00
  - 2. Renewal Fee \$25.00  
(Yearly by June 30<sup>th</sup>)

**Home Occupancy Permit Checklist**

County Parcel # \_\_\_\_\_

Permit No.: \_\_\_\_\_

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

Zoning District: \_\_\_\_\_

**Other Permits Required:**

- |  |                                      |                                   |                                   |                                   |
|--|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Demolition    | <input type="checkbox"/> Electric    | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Heat/Air | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Flood         | <input type="checkbox"/> Water       | <input type="checkbox"/> Sewer    | <input type="checkbox"/> DEQ      | <input type="checkbox"/> OTC      |
| <input type="checkbox"/> Road Cut/Bore | <input type="checkbox"/> Other _____ |                                   |                                   |                                   |

Current Zoning: \_\_\_\_\_

Change of zoning required  Yes  No

Permit from Board of Adjustments required

Yes  No

Board of Adjustments:

Approved  Denied On: \_\_\_\_\_

Zoning/Development Center:

Approved  Denied By: \_\_\_\_\_

Approved:

Type I  Yes  No

Type II  Yes  No

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## POLICIES & PROCEDURES

**Minor Home Occupation Type I** (Minor means a home occupation in which no persons other than members of the family residing on the premises are engaged in the occupation, which has no visible exterior evidence of the conduct of the occupation, which does not create need for off-street parking beyond normal dwelling needs, which does not generate additional traffic, and in which no equipment is used other than that normally used in household, domestic, or general office use.)

1. **Applicant has to obtain permit, which shall be renewed annually.**
2. Activity has to be operated entirely within the applicant's dwelling.
3. Activity shall not use more than 25% of the floor area used for human occupancy (includes the basement).
4. No display of any external evidence of an occupation outside the structure except as permitted in the residential district.
5. The use of storage of tractor trailers, semi-trucks, or heavy equipment such as construction equipment is prohibited.
6. Retail selling of stocks of merchandise, supplies, or products are prohibited. Orders previously made by telephone or at a sales party may be filled on the premises.
7. No more than six (6) customers daily entering the premises.
8. Noise, obnoxious odors, vibrations, glare, fumes, or electric interference detectable to normal sensory perception outside the structure is prohibited.
9. No additional parking requirement.

**Major Home Occupation Type II** (Major means home occupation in which not more than one person other than members of the family residing on the premises is employed on the premises, which has not more than one unilluminated sign as visible exterior evidence of conduct of the occupation, and which accommodates both dwelling and home occupation parking needs off the street.)

1. **Applicant has to obtain permit, which shall be renewed annually.**
2. Activity will be operated within a residential structure or permitted accessory structure. Where a garage is used, additional off-street parking shall be provided in a manner not detracting from the character of the surrounding area.
3. Area of Home Occupation:
  - a. Platted areas
    1. Use no more than 25% of the floor area used for human occupancy (includes the basement).
    2. Use no more than 400 square feet of an allowed accessory structure.
  - b. Unplatted areas
    1. Use no more than 25% of the floor area used for human occupancy (includes the basement).
    2. Where an accessory building is used, other than for storage of farm equipment or vehicles, the home occupation shall be limited to 1,000 square feet.
4. No remodeling of the exterior of the dwelling or the accessory structure that changes the residential character.
5. Limit any external evidence of an occupation to one identification sign not to exceed two (2) square feet in area.
6. Not involve the use or storage of heavy vehicles, gross or heavy equipment in accordance with Section 12-226 of the code or involve warehousing or distribution.
7. No retail selling of stocks or merchandise, supplies, or products, provided that orders previously made by telephone or at a sales party may be filled on the premises.
8. No noise or obnoxious odors, vibrations, glare, fumes, or electric interference detectable to normal sensory perception outside the structure.
9. Involve fewer than ten (10) customers daily entering the premises.
10. Employ no more than one person in addition to those who are permanent residents of the dwelling.
11. Provide a plan for any additional parking required, which shall be approved it:
  - a. The residential character of the parcel is not changed; and
  - b. The parking area does not detract from the visual appearance of the residence.
12. This type of permit needs additional application for "Use permitted on Review" permit with the Board of Adjustments.