

Return to:  
City Hall  
Community Development Office  
300 W. Baraga Ave  
Marquette, MI 49855

**CITY OF MARQUETTE**  
**HOME OCCUPATION AND HOME OFFICE PERMIT**  
**APPLICATION**  
**South Marquette Form-Based Code**



<b>CITY STAFF USE</b>	
<b>FEE \$84</b>	FILE #: _____
RECEIPT/INV #: _____	CHECK #: _____
RECEIVED BY & DATE: _____	
COMMENTS: _____	
_____	
_____	
SIGNATURE: _____	DATE: _____
TITLE: _____	APPROVED: _____ DENIED: _____

<b>PROPERTY OWNER CONTACT INFORMATION</b>
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ Fax #: _____
E-mail: _____

<b>APPLICANT CONTACT INFORMATION</b>
Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ Fax #: _____
E-mail: _____

**If you have any questions please call 228-0425 or e-mail [alanders@mqtcity.org](mailto:alanders@mqtcity.org). Please refer to [http://www.mqtcity.org/Government/Code/642south\\_marquette\\_district.pdf](http://www.mqtcity.org/Government/Code/642south_marquette_district.pdf) to view the South Marquette Form Based Code.**

<b>PROPERTY INFORMATION</b>
Parcel Number: _____
Property Address: _____
Zoning District: _____

Home occupations and Home Offices are permitted in the South Marquette Form-Based Code under Appendix D- "Uses Subject to Appeal". This use is either approved or denied administratively and does not require a hearing before the Marquette City Planning Commission. If an application is denied, the applicant may appeal this decision to the Marquette Board of Zoning Appeals.

**Please attach a site plan of the property noting all structures and their location in relation to adjacent homes and streets. Also include an interior floor plan noting the proposed area to be used for business purposed.**

**Permits issued on the basis of false information shall be void and continuance of the use shall be deemed a violation of the Zoning Ordinance. This permit is not transferable to another location or person. Businesses may need to be made accessible to the public and employees per the Americans with Disabilities Act and State Construction Code.**

Explain briefly the use for which you are applying. Applications should include: the nature of the business, name of the business, square footage of the area to be used for business purposes, equipment used in conjunction with the business, number of employees who are lawful residents of the dwelling unit, and available on site parking.

**(SIGNAGE, DISPLAY AREAS, AND THE USE OF COMMERCIAL VEHICLES ARE NOT PERMITTED.)**

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The applicant further understands that the following conditions apply to Home Occupation and Home Office Permits.

- a. Shall not occupy more than 25% of the floor area of the dwelling unit or a maximum of 500 square feet, whichever is smaller.
- b. No persons who are not lawful residents of the dwelling unit may be employed.
- c. There shall be no signs or display of goods used to indicate the presence of the Home Occupation or Home Office.
- d. Approval of a Home Occupation or Office shall vest only in the person making the application and is non-transferable to another person.
- e. Shall require approval from the Marquette City Community Development via a Home Occupation or Home Office Permit.
- f. Application for approval of a home occupation or office shall include a signature indicating approval of the property owner if that person is different from the applicant.
- g. Shall not be conducted in an accessory building.

I hereby certify that I have read the above sections of the ordinance and that the above statements are true to the best of my knowledge and understanding. I also certify that I will meet any conditions placed on this permit.

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

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

**If the applicant is other than the owner, the owner hereby grants permission for the applicant to operate a home occupation on the owner's property.**

Property Owner Signature: \_\_\_\_\_

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