

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

**CITY OF MARQUETTE  
HOME OFFICE PERMIT APPLICATION**



<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@mqctcy.org](mailto:alanders@mqctcy.org). Please refer to [http://www.mqctcy.org/Government/Code/80\\_zoning.pdf](http://www.mqctcy.org/Government/Code/80_zoning.pdf) to view the City Zoning Ordinance.**

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

Home offices are permitted in all residential districts under a section of the Zoning Ordinance titled, "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 City Planning Commission.

**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 and their addresses, 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 Office Permits.

1. The office may not occupy more than 25% of the floor area of the dwelling unit or a maximum of 500 square feet, whichever is smaller.
2. No persons who are not lawful residents of the dwelling may be employed.
3. There shall be no signs used to indicate the presence of the office use.
4. Persons other than residents shall not visit the office for business purposes.
5. There shall be no equipment used, the operation of which can be sensed outside of the dwelling unit.
6. No activity related to the office shall take place in an accessory structure.
7. Approval of a home office shall vest only in the person making application, and shall not be transferable to another person.
8. Application for approval of a home office shall include a signature indicating approval of the property owner if that person is different from the applicant.

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 office on the owner's property.**

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

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