

# Application|Registration Form for Douglas County Home Occupation

3755 E 25<sup>th</sup> Street, Lawrence, KS 66046 PH: 785.331.1343 | Fax: 785.842.1201

## Property Owner Information:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Phone Number: \_\_\_\_\_ [work] \_\_\_\_\_ [home]

Name of Home Occupation: \_\_\_\_\_

Description of Home Occupation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Complete for All Home Occupations:

1. Please indicate the type of Home Occupation you operate at the address listed above.  
 Rural Home [Type 1]    Rural Home Business [Type 2]    Transitional [Type 3]
2. When was this business established at this location? \_\_\_\_\_
3. Was the Home Occupation on this application operated on the above address/property on August 16, 2000?  
 Yes    No
4. Number of parking spaces provided solely for the Rural Home Business. \_\_\_\_\_
5. Number of Non-Resident Employees:  
Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_
6. Area of residence used for Rural Home Business: \_\_\_\_\_ [Square Footage]  
Area of accessory building used for Rural Home Business: \_\_\_\_\_ [Square Footage]

**Please read the following information:**

- This application form is non-transferable. If you sell your business or move to a new location within the unincorporated portion of Douglas County, you must complete a new application form and register with the Douglas County Zoning and Codes office.
- Any changes to your business, you will need to contact the Douglas County Zoning and Codes department to ensure compliance.
- Filing fees are non-refundable.

---

By signing this application, I acknowledge that I understand that it is the business owner's responsibility to conform to the Douglas County Zoning Regulations and that if the information here provided proves to be false, incomplete, and/or inaccurate, the permit will be removed. Further, by signing this application, I consent to access the premises, at reasonable times, by appropriate officials of Douglas County for the purpose of evaluating this application prior to its approval.

I hereby swear or affirm that the above information is accurate to the best of my knowledge.

\_\_\_\_\_  
Business Owner

\_\_\_\_\_  
Date

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

[Seal]

\_\_\_\_\_  
Notary Name

Zoning & Codes Office Use Only:

Date Received [Stamp Here]

Date Application Reviewed: \_\_\_\_\_

Site Visited on: \_\_\_\_\_

Inspector's Initials: \_\_\_\_\_

Comments:

Approved by: \_\_\_\_\_

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

Zoning and Codes Director