



## MAYOR AND CITY COUNCIL OF LAUREL DEPARTMENT OF COMMUNITY PLANNING AND BUSINESS SERVICES

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### HOME OCCUPATIONS & HOME PROFESSIONAL OFFICES

Home Occupations and Home Professional Offices are legally defined in Sec. 20-2 and Sec. 20-26.11 of the City of Laurel Zoning Ordinance. Generally speaking, home occupations and home professional offices are a work activity conducted entirely within a single-dwelling residence and which does not alter the residential character of the building and property. Acceptable work activities include the professional offices of doctors, dentists, lawyers, architects or consultants, home crafts such as baking, dressmaking or decorating, services such as repairing furniture or electronics, and home offices for contracting or telephone sales. All home occupations and professional offices must meet the following criteria:

- ✓ No more than 20% of the residence's floor area is used for the occupation;
- ✓ Saleable goods and stock cannot be stored on the premises;
- ✓ No employees, workers or assistants who are not residents can be employed on the premises;
- ✓ Commercial or industrial equipment cannot be located on premises;
- ✓ Sale of goods from the site is prohibited;
- ✓ The home occupational space may not have a separate entrance; except for offices of doctors, dentists and other similar professionals; and

#### COMMERCIAL SIGNS:

Residences with legal home occupations may have one commercial sign indicating that the residences is being used in part for a use other than a dwelling. Such commercial signs must be affixed to the building, not exceed a total area of two (2) square feet, nor project more than one (1) foot beyond the building, and not be illuminated.

#### COMMERCIAL VEHICLES:

Home occupations may only have one (1) light delivery type commercial vehicle located on the premises. Such vehicles may not exceed one (1) ton in capacity and cannot contain advertising other than the home occupation's name in letters not exceeding four inches in height on any part of the vehicle. Any other type of commercial vehicle or one containing advertising exceeding the previously noted limits must be garage parked or stored off-site. Any other mobile equipment is prohibited from being located on the premises.

The Zoning Ordinance expressly states that the following activities and uses are NOT home occupations:

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|--|---|--|
| <input type="radio"/> Boarding and rooming houses      | <input type="radio"/> Child care residences                         | <input type="radio"/> Retail or trade businesses |
| <input type="radio"/> Tourist homes                    | <input type="radio"/> Nursing homes                                 | <input type="radio"/> Beauty parlors             |
| <input type="radio"/> Private educational institutions | <input type="radio"/> Group dancing and band instrument instruction | <input type="radio"/> Tea rooms                  |

#### INSTRUCTIONS:

A Home Occupancy/Home Professional Office Affidavit must be submitted with any Use & Occupancy Permit Application for any Home Occupation or Home Professional Office. All permits are issued to a specific person or business for a specific address. A Use & Occupancy Permit for a Home Occupation or a Home Professional Office can only be issued to the resident(s) who physically reside at the address for which the permit is issued. If the resident/applicant is not the owner of the home/residence where the Home Occupation or Professional Office will operate, a letter from the property owner acknowledging the Home Occupation or Home Professional Office and granting the resident permission to operate the Occupation or Office must be submitted with the Home Occupancy/Home Professional Affidavit.

**HOME OCCUPATION/HOME PROFESSIONAL OFFICE  
AFFIDAVIT  
CITY OF LAUREL**

I, \_\_\_\_\_, make the following declaration and statement as a condition to my application to the City of Laurel for a Use & Occupancy Permit to operate a Home Occupation/Professional Office as allowed under Sec. 20-26.11 of the City of Laurel Zoning Ordinance at my residence located at \_\_\_\_\_:

The name and specific nature of my Home Occupation is as follows:

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The aforesaid home occupation/home professional office (hereinafter “the Home Occupation”) shall be conducted entirely within the confines of my residence, being a single-dwelling unit, and will not occupy more than twenty percent (20%) of the gross floor area of the main building (hereinafter “the Residence”). The residential character of the exterior of the Residence will not be changed nor will the home occupational space have a separate entrance, except as permitted by Sec. 20-26.11 (c)(5) of the Zoning Ordinance and noted in the Addendum of this Affidavit.

Per Sec. 20-2 and Sec. 20-26.11 (c)(10) of the Zoning Ordinance, no stock in trade, commodities or saleable goods used in connection with the Home Occupation will be stored in the Residence or on the premises, garage, shed or other attached or detached building. There shall be no sale of goods in the same form as purchased.

No commercial or industrial equipment or facilities shall be located at the Residence nor used in connection with the Home Occupation, as required by Sec. 20-2 of the Zoning Ordinance. Only equipment needed for purely domestic or household purposes and which are clearly incidental and secondary to the Home Occupation, and which will not change the character of such residential occupancy will be located at the Residence. The Home Occupation shall be limited to the use of electric motors of no more than three (3) horsepower, per Sec. 20-26.11 (c)(8) of the Zoning Ordinance. No mechanical equipment shall be used that will, in any way, create dust, noise, odors, glare, vibrations or electrical disturbances beyond the dwelling unit walls, per Sec. 20-26.11 (c)(3) of the Zoning Ordinance.

No person shall be employed or regularly assist in the Home Occupation who does not reside in the Residence, except as permitted by Sec. 20-26.11 of the Zoning Ordinance and noted in the Addendum of this Affidavit.

No more than one (1) commercial sign shall be posted indicating that the Residence is being utilized in part for the Home Occupation, per Sec. 20-2 and Sec. 20-26.11 (c)(6) of the Zoning Ordinance. Such sign, if

posted, will be mounted on the Residence, cannot exceed two (2) square feet in sign area, cannot project more than one (1) foot from the Residence, and cannot be illuminated.

No mobile equipment shall be located at the Residence or premises. No more than one (1) commercial vehicle shall be located at the Residence. Such commercial vehicle, if any, shall not exceed one (1) ton carrying capacity and be of a light delivery type. Advertising will be limited to copy not exceeding four (4) inches in height. Any other kind of commercial vehicle or one exceeding the previously mentioned advertising limits shall be parked or stored in a fully enclosed garage, per Sec. 20-26.11 (c)(9) of the Zoning Ordinance.

Per Sec. 20-2 of the Zoning Ordinance, the Home Occupation is not nor will be in practice or intent: a boarding house, a rooming house, a tourist home, a private educational institution, a child care residence, a group dancing or band instrument instruction studio, a nursing home, a tea room, a beauty parlor, or a retail/trade business.

I understand and agree that any licenses and permits issued in relation to the aforesaid Home Occupation are based on the accuracy, completeness and truthfulness of the information provided herein;

I further certify that, if any of the information provided herein changes or otherwise becomes inaccurate, notification in writing shall be submitted to: Director, Department of Community Planning and Business Services, City of Laurel, 8103 Sandy Spring Road, Laurel, Maryland 20707. I understand and agree that failure to submit written notification in a timely manner regarding changes, inaccuracies or misinformation shall be grounds for revocation of any and all licenses and permits issued by the City of Laurel related to the Home Occupation.

AND I SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT ALL INFORMATION AND REPRESENTATIONS MADE IN THIS AFFIDAVIT ARE COMPLETE, ACCURATE AND TRUE.

WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**ADDENDUM**  
HOME OCCUPANCY/HOME PROFESSIONAL OFFICE AFFIDAVIT

The following are items are corollary additions to the statements and declaration of the preceding Affidavit:

\_\_\_\_\_ My Home Occupation is **not** a professional office for a doctor, dentist, or similar professional.

\_\_\_\_\_ My Home Occupation **is** a professional office for a doctor, dentist, or similar professional.

As permitted in Sec. 20-26.11 (c)(5) of the zoning ordinance, regarding a separate entrance for home occupations:

\_\_\_\_\_ I will have a separate entrance for my Home Occupation.

\_\_\_\_\_ I will **not** have a separate entrance for my Home Occupation.

\_\_\_\_\_ My Home Occupation **does not** have any employees or regular assistants who will work at my Residence.

\_\_\_\_\_ My Home Occupation **does** have employees and/or regular assistants, all of whom reside at my Residence. A list of these employee-residents is below:

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\_\_\_\_\_ My Home Occupation **does not** have a commercial vehicle that is parked on the premises.

\_\_\_\_\_ My Home Occupation **does** have a commercial vehicle, which does not meet the criteria established in Sec. 20-26.11 (c)(9) of the zoning ordinance. As such, **the vehicle will not be stored at my Residence.**

\_\_\_\_\_ My Home Occupation **does** have a commercial vehicle that is parked on the premises. This vehicle meets the criteria established in Sec. 20-26.11 (c)(9) of the zoning ordinance. The model and tag number of the vehicle is:

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My driver's license number and state of issuance is:

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