



**MAYOR AND CITY COUNCIL OF LAUREL
OFFICE OF THE FIRE MARSHAL AND PERMIT SERVICES**

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HOME PROFESSIONAL OFFICES & HOME OCCUPATIONS

Home professional offices. An office may be permitted in residential zones in the home of a person practicing any of the recognized professions, including the use of the premises by a lawyer, clergy person, architect, engineer, or other professional person for consultation, but not for the general practice of his profession provided:

- (1) No assistants other than members of the resident family work therein; no nonresident employees or customers conducting business permitted on the premises at any time;
- (2) The residential character of the dwelling exterior shall not be changed; and
- (3) No delivery trucks, additional parking other than that required for the dwelling, or signage is permitted.

Home occupations. Definitions, gainful home occupations may be permitted in residential zones, examples include: home crafts such as baking, dressmaking, millinery, weaving, home decorating; services such as repairing furniture and radios, sharpening tools; office space for businesses or services conducted solely by telephone such as real estate, selling or taking orders for merchandise, contracting work, provided:

- (1) The occupation is operated in its entirety within the single unit dwelling and only by the person or persons maintaining a dwelling therein; no person is engaged or employed other than a member of the immediate family residing on the premises;
- (2) The occupation is conducted wholly within a building and the space used for production and sale does not occupy more than twenty (20) percent of the floor area of the main building.
- (3) 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.
- (4) The residential character of the dwelling exterior or accessory buildings shall not be changed.
- (5) The occupational space does not have a separate entrance from outside the building; except for offices of doctors, dentists and other similar practitioners.
- (6) The occupation does not display or create outside the building any external evidence of the operation of the home occupations except: on the lot on which the building is located, one (1) sign shall be permitted affixed to the building not exceeding a total area of two (2) square feet, nor projecting more than one (1) foot beyond the building, and not illuminated, that will indicate from the exterior that the building is being utilized in part for purposes other than that of a dwelling.
- (7) The occupation is limited to the use of only one (1) commercial vehicle not exceeding one (1) ton in capacity and of the light delivery type, containing no advertising other than a firm name or similar designation in letters not exceeding four (4) inches in height on any part of the vehicle. Any other type of commercial vehicle or one (1) containing advertising in excess of the foregoing limits shall be parked or stored in a garage. No other mobile equipment shall be permitted.
- (8) The sale of goods in the same form as purchased by occupant is prohibited; no stock in trade or commodity shall be held upon the premises.

The Unified Land Development Code expressly states that the following activities and uses are NOT Home Occupations:

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

INSTRUCTIONS:

A Home Professional Office/Home Occupancy Affidavit must be submitted with any Use & Occupancy Permit Application for any Home Professional Office or Home Occupation. All permits are issued to a specific person or business for a specific address. A Use & Occupancy Permit for a Home Professional Office or a Home Occupation 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 Professional Office or Home Occupation will operate, a letter from the property owner acknowledging the Home Professional Office or Home Occupation and granting the resident permission to operate the Office or Occupation must be submitted with the Home Professional Office/Home Occupancy Affidavit.

**HOME PROFESSIONAL OFFICE/
HOME OCCUPATION 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 Professional Office/Home Occupation as allowed under Sec. 20-1.7 and Sec. 20-6.14 of the City of Laurel Unified Land Development Code (ULDC) at my residence located at _____.

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

The aforesaid Home Professional Office/Home Occupation (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.

Per Sec. 20-1.7 and Sec. 20-6.14 of the ULDC, 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. 20-1.7 and Sec. 20-6.14 of the ULDC. 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. 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. 20-6.14(c)(3) of the ULDC.

No person shall be employed or regularly assist in the Home Occupation who does not reside in the Residence.

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. 20-1.7 and Sec. 20-6.14 of the ULDC. 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. 20-6.14(c)(7) of the ULDC.

Per Sec. 20-1.7 of the ULDC, 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, a retail/trade business, or a medical or dental office.

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:

Applicant Signature

Print Name

Date

**ADDENDUM
HOME PROFESSIONAL OFFICE/
HOME OCCUPANCY 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:

___ 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:

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