



HOME-BASED BUSINESS PERMIT APPLICATION PROCEDURES

1. A resident may need to obtain a Home-based Business Permit for certain domestic activities carried on by a member of a family residing on the premises. Please see attached “Code for Home-based Businesses”.
2. A non-refundable fee in the amount of \$25.00, payable by cash or check, to the City of Crestwood will be due when the application for the Home-based Business Application is submitted to the Department of Public Works.
3. The application will be reviewed and an inspection of the premises may be made by the Code Enforcement Officer to ensure the proposed home-based business complies with the Zoning Ordinance regulations. City Staff must review and approve the application before a Home-based Business Permit is issued.
4. Simultaneously, while the applicant is applying for the Home-based Business Permit, they should contact the City Clerk’s office at the Crestwood Government Center at 314-729-4774 to obtain their Crestwood Business License which is also required.
5. A Home-based Business Permit is not transferrable and shall terminate upon the sale or transfer of the property to a new owner or the termination of the tenancy for the individual to whom a Home-based Business Permit has been issued.
6. Should you have any questions, please contact the Department of Public Works at 314-729-4720.

CITY OF CRESTWOOD

CODE FOR HOME-BASED BUSINESSES

Section 26-5 Home-based Businesses of the Crestwood Municipal Code defines “Home-based Businesses” as: A domestic activity carried on by members of a family residing on the premises, but excluding beauty shops, barbershops, music schools, convalescent or nursing homes, tourist homes, massage, or other establishments offering services to the general public (except as provided herein), and provided that there are no signs nor any display that will indicate from the exterior of the building that it is being utilized, in whole or in part, for any purpose other than that of a dwelling; providing, also, that there is no stock-in-trade or commodity sold upon the premises, no person is employed other than a member of the family residing on the premises, and no mechanical equipment is used except such as is customary for purely domestic or household purposes. The care and supervision of not more than four children other than those residing on the premises shall be considered a permitted home-based business. An existing home-based business child-care provider can exceed the four-child limit, to a maximum of six, only where additional children are siblings of one or more of the children then being kept. Any state requirement applicable to the number of children being kept shall be complied with. If state requirements conflict with the limitation of this chapter, the expansion or modification will not be allowed.

[Amended 7-27-2021 by Ord. No. 5167]

Section 26-7 (c) (1) Description of Uses/Land Use Type/Residential: The residential category is the principal use of land and builds for dwelling units. The arrangement and extent of dwelling units depends on the zoning district, lot sizes, and building types.

Section 26-7 (c) (1) (j) Home-Based Businesses: An accessory use conducted in either the principal dwelling unit or an accessory dwelling or structure that might be characterized as home crafts, such as model making, rug weaving, lapidary work, cabinet making, etc., provided that no machinery or equipment is used or employed other than that which would customarily be found in the home, such as machinery or equipment that would customarily be employed in connection with a hobby or vocation not conducted for gain or profit.

[Amended 7-27-2021 by Ord. No. 5167]

Section 26-7 (c) (4) Office/Service: This category is the use of land and buildings for businesses engaged in the exchange of professional and individual services.

Section 26-7 (c) (4) (a) Office: An employment use focusing on the administrative and management aspects of business or professional services, typically does not have a high rate of exchange with the general public, consumers, or patrons, but may involve regular interaction with clients or other business activities.

Section 26-7 (c) (4) (a) (1) Office: A home-based business office use entirely within an owner-occupied residential dwelling and/or its accessory structures, when such activities are clearly incidental or subordinate in use to the dwelling and may involve limited on-premises interaction with customers. Such uses include office facilities for architects, engineers, lawyers, realtors, insurance agents, brokers and members of similar professions operating as sole practitioners; office facilities for ministers, rabbis, priests; and office facilities for salesmen, sales representatives, manufacturers' representatives, when no retail or wholesale sales are made or transacted on the premises or where no warehousing occurs.

[Amended 7-27-2021 by Ord. No. 5167]

Section 26-7 (c) (4) (b) Service: A service use providing professional or individual services and where frequent interaction with the general public, consumers, or patrons occurs on the premises. This type of use is based on based on scale and intensity.

Section 26-7 (c) (4) (b) (1) Service: A home-based business service includes personal services conducted within the home and/or its accessory structures, when such activities are clearly incidental or subordinate in use to the dwelling and may involve limited on-premises interaction with customers with no employees other than the home owner and not more than one other member of the immediate family and where any customer service is offered on a one-at-a-time basis. Such occupations include dressmakers, seamstresses, tailors, music instruction, artists, sculptors or composers.

[Amended 7-27-2021 by Ord. No. 5167]

Section 26-16 (b) (1) (f) Home-based Business Permit Required: No home-based business shall be conducted until a home-based business permit shall be issued by the Director of Public Works. Such permit shall be issued upon determination by the Director that the proposed use complies with all of the requirements of this chapter and that the appropriate business license has been issued by the City. An application for such permit shall be accompanied by a filing fee in an amount established by the Board of Aldermen. This permit shall be issued only to the individual occupying a dwelling as his or her residence. As such, home-based business permits shall not be transferable and shall terminate upon sale or transfer of the property to a new owner, or the termination of the tenancy for the individual to whom a home-based business permit has been issued.

[Added 4-27-2021 by Ord. No. 5152; Amended 7-27-2021 by Ord. No. 5167]



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Home-based Business Permit Application

Application Fee \$25.00 (Cash or check due at time of application-non-refundable) Application Date: _____

ADDRESS of Home-based Business: _____

NAME OF BUSINESS: _____ Bus Phone: _____

Business Contact Name: _____ Primary Phone: _____

Business Web Site: _____ Bus Email: _____

Description of proposed home-based business: _____

Are you Renting this Property? No ____ Yes ____ If yes, name of property owner: _____

Property Owner resides at following address: _____

Property Owner's Primary Phone: _____ Secondary Phone: _____

Property Owner's signature of approval: _____ Date: _____

Please Note: All Home-base Businesses are required to submit for a Crestwood Business License.

By signing below, the applicant acknowledges that they have been provided a copy of Zoning Code Sections 26-5, 26-7 and 26-16 and the application procedures for a home-based business. After reviewing all the provided paperwork, they believe they are in compliance for the proposed home-based business.

Applicant/business owner's signature: _____ Date: _____

OFFICE USE ONLY

Permit # _____ Date Approved _____

Approved By: _____ Title _____

Notes _____

Date Paid _____ Payment Amount _____ Payment Method: Cash _____ Check _____

Payment Received by _____ Receipt Number _____

Applied for Crestwood Business License? Yes ____ No ____ If no, date confirmed _____