



HOME-BASED OCCUPATIONAL LICENSE INFORMATION

Description

A home occupation is a business carried on in a residential dwelling unit (or in an accessory structure on a property that is at least one acre in size) by the resident of that home. The primary use of the home must be for residential purposes and the business conducted within must be limited in extent.

Definition

As defined in the Raymore Unified Development Code, a home occupation is an accessory use of a dwelling unit for business or commercial purposes where the dwelling unit is the principal residence of the business operator, subject to the standards of the Unified Development Code.

Requirements

Section 420.040B of the Unified Development Code (attached to this application as "Attachment A") provides the requirements applicable to all home occupations.

Process

For questions regarding whether your business qualifies as a Home Occupation please call the Development Services Department at 816-892-3030.

The Home Occupation application only authorizes the use of the property for the operation of the Home Occupation. If work is to be done to the structure that would require a building permit then a separate application for a building permit must be submitted to the Building Inspections Division of the Development Services Department prior to commencement of any construction activity. For questions concerning whether a building permit is required please call 816-331-7916.

Prohibited Home Occupations

There are certain uses that are prohibited to be conducted as a Home Occupation:

- Animal services, including kennels or veterinary services
- Funeral and interment services
- Restaurants
- Grocery sales
- Retail seller
- Equipment rental
- Motor vehicle repair
- Warehousing
- Physician and dental offices

Section 420.040(B) Home Occupations

1. General

The following regulations are intended to ensure that businesses conducted as subordinate to residential uses are not detrimental to the surrounding neighborhood, and that the residential character of the dwelling is maintained.

2. Prohibited Home Occupations

The following uses are prohibited as home occupations:

- a. animal services, including kennels or veterinary services;
- b. funeral and interment services;
- c. restaurants;
- d. grocery sales;
- e. retail seller;
- f. equipment rental;
- g. motor vehicle repair;
- h. warehousing; and
- i. physician or dentist offices.

3. Requirements (Amendment 7 – Ordinance 2010-67 8.9.10) (Amendment 21 – Ordinance 2015-005 1.26.15)

- a. The home occupation must be incidental and subordinate to the principal residential use of the premises and not occupy more than 25 percent of the floor area of the dwelling unit.
- b. No home occupation may be conducted in a detached accessory building unless the detached accessory building is on property zoned A, RE, RR or on any property one acre or larger in size.
- c. No structural alteration is permitted that would change the residential character of the dwelling.
- d. No outdoor storage or display of commodities, products, merchandise, materials or equipment associated with or used for the home occupation is permitted.
- e. No signs are permitted for a home occupation.
- f. No more than one person not related to a resident may be employed by the home occupation use.
- g. No home occupation may produce any noise, heat, vibration, dust, air pollution, electromagnetic interference, odors or other hazards that are detrimental to the safety and comfort of the neighboring residences.
- h. Parking generated by the home occupation use must be provided on a driveway or in an off-street area other than the required front yard.
- i. No commodities may be displayed or sold on the premises except that which is produced on the premises or that are normal and customary to the home occupation.

4. Particular Home Occupations Permitted (Amendment 7 – Ordinance 2010-67 8.9.10)

Customary home occupations include, but are not limited to, the following list of occupations; provided however, that each listed occupation conforms to the requirements of this section.

- a. Art, dancing, and music schools provided that instruction is limited to five pupils per session at any one time.
- b. Professional offices for architects, engineers, planners, lawyers, accountants, bookkeepers, and similar professions.
- c. Offices for realtors, insurance agents, brokers, sales representatives, and manufacturing representatives when no exchange of tangible goods is made on the premises.
- d. Radio, television, phonograph, recorder, and small appliance repair services.
- e. Home crafts and hobbies such as model making, rug weaving, lapidary work, woodworking, etc.
- f. Tailoring, alterations, and seamstresses.
- g. Beauty shops provided that not more than one assistant, other than a member of the immediate family, is employed.
- h. Massage therapy, provided the home occupation complies with the following:
 - 1) Massage therapist shall be licensed to perform massage therapy in accordance with Chapter 324 of the Revised Statutes of Missouri.
 - 2) Massage therapist shall obtain a City of Raymore Occupational License.
 - 3) Massage therapy to be conducted as a home occupation shall comply with all requirements of Chapter 635: Massage Establishments, of the Raymore City Code.
 - 4) There shall be only one licensed therapist per address operating at the home. No more than one room shall be used for massage therapy and the appointment times shall be spaced out during the day to eliminate patients waiting for their massage therapy appointment.
 - 5) Hours of operation shall be limited to 7:00 am to 10:00 pm.



City of Raymore, Missouri Home-Based Occupational License Application

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Phone: 816-331-3324 • Fax: 816-331-8724
Email: cityclerk@raymore.com

The requirements for obtaining an Occupational License are outlined in Chapter 605 of the Raymore City Code. Licenses expire December 31 of each year. Beginning January 1, penalties will be added each month the license remains expired and business has been conducted in the City of Raymore. First-time license fees are based on the date business begins operating in Raymore and are discounted beginning June 1:

\$25.00 – January to May, December	
\$23.75 – June	\$20.00 – September
\$22.50 – July	\$18.75 – October
\$21.25 – August	\$17.50 – November

Home-based Businesses Located in City Limits of Raymore, Please Include:

- Current Real Estate Tax Receipt (Cass County Collector’s Office - 816-380-8377) If you lease, no receipt is required.
- Current Personal Property Tax Receipt (Cass County Collector’s Office - 816-380-8377)
- Current Business Property Tax Receipt or letter of No Property Tax Due (Cass County Collector’s Office - 816-380-8377)
- If Sales Tax is collected, a No Tax Due Letter (Missouri Department of Revenue - 573-751-9268) OR Sales Tax number to authorize the City Clerk’s office to look up the status online: _____
- Professional Registration/License issued by the State of Missouri and/or Cass County associated with your business

Contractors and Sub-Contractors, Please Include:

- ALL CONTRACTORS AND SUB-CONTRACTORS:** Certificate of Insurance showing General Liability and Workers Compensation Insurance (if the business has any employees other than the owner(s) of the business) and listing the City of Raymore as a Certificate Holder.
- CLASS A, B, C Contractors, Electricians, Plumbers, and HVAC/Mechanical contractors:**
 - **NEW LICENSE:** Proof of passing grade (70% or higher) on Certification Test; OR hold a Bachelor’s degree in a field related to their license class from an accredited college or university; OR hold a valid Contractor License from Johnson County, KS.
 - **RENEWAL LICENSE:** Proof of at least eight (8) continuing education credits (CEUs) related to the trade for which the license was issued, completed within the last 12 months.
- CLASS A, B and C Contractors:** Certificate of Erosion and Sediment Control Compliance for single and two-family dwelling contractors. Information is at www.raymore.com/stormwater or contact 816-892-3019.

Applicant Information

Name of Business (d/b/a)	
<i>Mailing Address</i>	<i>Physical Address (if different)</i>
<i>Mailing City, State, Zip</i>	<i>Physical City, State, Zip</i>
Description of Business, Organization, Trade	Number of Employees, other than owner
Business Phone Number	Business Fax Number
Owner Name	Owner Phone Number
Email Address	

Applicant Certification

NOTICE TO ALL BUSINESS OWNERS IN THE CITY LIMITS OF RAYMORE: Verification of paid Missouri State Sales Tax (No-Tax Due Letter from the Missouri Department of Revenue) must be submitted with this application pursuant to Ordinance 29068.

NOTICE TO ALL RESIDENTS WITHIN THE CITY LIMITS OF RAYMORE: Verification of paid current taxes must be remitted with this application. All receipts will be returned. PURSUANT TO ORDINANCE 29068: "No license shall be issued to any applicant under this Chapter until all sales taxes, real and personal property taxes, utility fees, permit fees, inspection fees, or other financial obligations of the applicant to the City which are due and payable and are delinquent are paid or satisfied; provided that, this requirement shall not apply to any obligation which is contested by the applicant in good faith and resolution of which is being diligently pursued by such applicant."

NOTICE TO ALL CONTRACTORS, SUBCONTRACTORS, PLUMBING, MECHANICAL, AND ELECTRICAL CONTRACTORS: A License cannot be issued unless supporting documentation for the appropriate classification of contractor's license is on file in the City Clerk's Office.

NOTE – AS REQUIRED BY §287.061 RSMo. (1) any city which issues an occupational or business license for a contractor in the construction industry shall require a certificate of insurance for workers' compensation coverage or an affidavit signed by the applicant attesting that the contractor is exempt (2) any applicant who fails to comply with the provisions of subsection 1 of this section shall be denied such a license until he furnishes a certificate of insurance, (3) it is unlawful, pursuant to section 287.128, for any contractor to provide fraudulent information pursuant to this section, and (4) nothing in §287.061 shall be construed to create or constitute a liability to or a cause of action against a city or county in regard to the issuance of any license.

Federal Employer Identification # (or Driver's License #)

Missouri Retail Sales Tax License #

Certification Statement

Issuance of this Occupational License does not ensure that the applicant is compliant with Raymore City Code. Applicants are urged to make their own inquiries to ensure legal compliance regarding these areas.

I certify that my principal residence is at the property address where I am requesting to conduct the home occupation as listed in this application.

I have read Attachment A to this application, understand the requirements for conducting a home occupation in the City of Raymore, Missouri, and will abide by those requirements.

I am authorized by the applicant to sign on their behalf and have read fully and completely this application and all laws or ordinances referred to herein. The information contained herein is true, correct, and complete to the best of my knowledge, information, and belief.

Printed Name of Owner

Signature of Owner

Date