

# Home Based Business Occupancy Permit

City of Glenwood \* 5 N. Vine St \* 712-527-4717

## OFFICE USE ONLY

Zone: \_\_\_\_\_  Sign Permit  Conditional Use Permit  Allowed Use  Adequate Off-street Parking

Permit Fee \$10.00 Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of Business: \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. Business Phone: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

5. Owner: \_\_\_\_\_

6. Owner Address: \_\_\_\_\_

7. Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

8. Proposed Use in Detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Off-street Parking Provisions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Total Square Feet - Building: \_\_\_\_\_ Lot: \_\_\_\_\_

11. Hazardous Materials Onsite:

\_\_\_\_\_  
\_\_\_\_\_

## CERTIFICATE OF APPROVAL

### City Zoning Administrator or Designee

On this date \_\_\_\_\_, I recommend this application be  Approved  Disapproved subject to or by reason of the following:

\_\_\_\_\_  
\_\_\_\_\_

**\*\* If approved\*\* The property owner and/or business owner must abide by all City of Glenwood Land Development Ordinances.**

\_\_\_\_\_  
Zoning Administrator/Designee Date