

City of Spring Hill Codes Compliance Form For New Businesses

Submit to: Spring Hill Building Codes Dept.
5000 Northfield Ln., Building 500, Suite 520
Spring Hill, TN 37174
Phone: (931) 486-2252 ext. 214 or 211
Fax: (931) 486-3596
cbrooks@springhilltn.org

Applicant Name: _____

Email Address: _____

Applicant Phone Number: _____

Business Name: _____

Description of Proposed Use: _____

Physical Address of Use (include suite number): _____

Previous Use of this Location, if any: _____

Date of Application: _____

Commercial Business

Home Occupation

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For Commercial Business Only:

Will business be located in an existing space? YES or NO A new space? YES or NO

Is work of any type proposed prior to opening the business?

If yes, type of work: _____

Have required Building, Plumbing, Mechanical and Electrical permits been obtained? YES or NO

If yes, what are the permit numbers? _____

Is any signage proposed? YES or NO *If yes, a sign permit is required.*

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For Home Occupation Only:

Applicant has read Home Occupation Unified Development Code Article 9, 9.3 (N) ? (ATTACHED) YES or NO

Is there a Home Occupation Business currently operating at this address: YES or NO

If existing business operating at this location, what is the business name?

Is business located entirely within dwelling? YES or NO

Is business less than 25% of the total floor area of the principal structure? YES or NO

Is the structure at the above address your primary residence? YES or NO

Will customers be coming to this property? YES or NO

Will you have more than one employee, pupil or customer at this location at one time? YES or NO

Will the business require equipment or vehicles? YES or NO

If business equipment or vehicles required, where will they be stored/parked when not in use?

Explain: _____

Building Codes Compliance	Planning Department Compliance	Fire Codes Compliance
Approved:	Approved:	Approved:
Denied:	Denied:	Denied:
Name:	Name:	Name:
Date:	Date:	Date:



Home Occupation

April 15, 2019 Unified Development Code

Article 9, 9.3 (N)

Home Occupation. A limited commercial activity carried out for economic gain by a resident, conducted as an accessory use in the resident's dwelling unit.

1. The home occupation must be conducted by an individual permanently residing within the dwelling. Only residents of the dwelling may be employed in the home occupation.
2. Signs that indicate from the exterior that the structure is being used, in part, for any purpose other than that of a residence are limited to one identification sign not exceeding four square feet in area. The sign may be wall mounted or freestanding. A freestanding sign is limited to five feet in height and must be setback five feet from any lot lines.
3. The home occupation and all related activity, including storage, must be conducted completely within the principal building. No home occupation may be conducted in any accessory structure.
4. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials may be used or stored on the site.
5. No commodities can be sold or services rendered that require receipt or delivery of merchandise, goods, or equipment other than by a passenger motor vehicle or by parcel or letter carrier mail services using vehicles typically employed in residential deliveries.
6. The home occupation must not create any traffic hazards or nuisances in public rights-of-way.
7. Alterations to the residence that would alter the residential character of the dwelling are prohibited.
8. Visitors, including but not limited to customers or clients, to the home occupation are permitted provided visitors must utilize existing off-street parking serving the residence within which the home occupation resides. Neither visitors nor residents of the premises may park any vehicles on the street during operation of the home occupation. Visitors shall only visit the location of the home occupation between the hours of 9:00 a.m. to 6:00 p.m.
9. There must be no perceptible noise, odor, smoke, electrical interference, vibration, or other nuisance emanating from the structure where the home occupation is located in excess of that normally associated with residential use.
10. Repair and service of any vehicles, lawn care equipment, or any heavy machinery are prohibited as a home occupation.
11. Staging and/or storage of tractor trailers, semi-trucks, or heavy equipment, such as landscape or construction equipment used in a commercial business, is prohibited. No staging of employees, including parking of employee vehicles, for work off the premises are permitted at any time.
12. Day care homes are not considered a home occupation and are regulated separately by this Code as a principal use (Article 8).