

**APPLICATION FOR HOME OCCUPATION PERMIT  
WHEELING PLANNING COMMISSION  
WHEELING, WEST VIRGINIA**

The undersigned requests a Home Occupation Permit for the use specified below. Should this application be approved, it is understood that it shall only authorize the particular use described in this application and will be subject to any conditions or safeguards required by the Planning Commission.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name and Address of Owner if Different from Applicant: \_\_\_\_\_  
\_\_\_\_\_

Legal Description of Property (attach copy of deed): \_\_\_\_\_

Description of Home Occupation: \_\_\_\_\_

Total Habitable Floor Area of Dwelling Unit: \_\_\_\_\_ sq. ft.

Total Floor Area to be used for Home Occupation: \_\_\_\_\_ sq. ft.

Hours of Operation: \_\_\_\_\_

Size of Exterior Identification Sign (if applicable): \_\_\_\_\_

Total Number of Off-Street Parking Spaces to be Provided: \_\_\_\_\_

Supporting Information: Attach a site plan showing parking area(s) and the points of access to parking areas. Attach a narrative statement relative to the proposed Home Occupation.

**NOTE: It shall be the applicant's responsibility to insure compliance with all state and local laws as well as any deed restrictions applicable to the subject property.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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FOR OFFICIAL USE ONLY

Zoning Classification: \_\_\_\_\_

Type of Home Occupation: \_\_\_\_\_

Class I \_\_\_\_\_  
Class II \_\_\_\_\_ (Requires Planning Commission Action/Public Hearing)

Public Hearing Date: \_\_\_\_\_ Planning Commission Action: \_\_\_\_\_ Approved  
\_\_\_\_\_ Denied

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

