



City of Frankfort  
PLANNING & BUILDING CODES  
DEPARTMENT  
P.O. Box 697  
Frankfort, Kentucky 40602  
Phone: (502) 352-2094 Fax: (502) 875-3579  
www.cityoffrankfortky.com

### HOME OFFICE QUESTIONNAIRE

This questionnaire must be completed by Business License applicants when the proposed business will be located in their home. The Planning & Building Codes Department will review this information to determine if the business can be approved administratively as a "Home Office" or if approval of the business as a "Major Home Occupation" is required by the Board of Zoning Adjustments.

1. Name of Applicant/Business \_\_\_\_\_
2. Location of Business \_\_\_\_\_
3. What type of work will take place at this location? \_\_\_\_\_
4. Will you have any employees working in your home who do not reside there? \_\_\_\_\_
5. Total number of employees (including yourself) \_\_\_\_\_
6. Estimated square footage of office area for your business use \_\_\_\_\_
7. Estimated square footage of your home \_\_\_\_\_
8. Is the home one-story or two story (Circle answer, basements are counted as a story).
9. What type of equipment will be used in conjunction with the business at this location?  
\_\_\_\_\_
10. Will there be any storage of materials, supplies, or goods at this address?  Yes  No  
If so, please list them: \_\_\_\_\_
12. Will there be any customers coming to your home?  Yes  No
13. Please briefly explain the process of how your business will be conducted : \_\_\_\_\_  
\_\_\_\_\_

**I have read the attached section 19.07, Home Occupations, of the Frankfort Zoning Ordinance. I have understand the limitations contained within the regulation and that violation of any part of Section 19.07 constitutes as criminal offense punishable by up to \$500 for each violation.**

Signature \_\_\_\_\_ Print Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone number (daytime) \_\_\_\_\_

Planning Department Use Only:	Zone: _____
Reviewed by: _____	Date: _____
Conditions: _____	
Approved : <input type="checkbox"/> _____	Disapproved: <input type="checkbox"/> _____