



Home Occupation Permit Application

City of Kenai
Planning and Zoning Department
210 Fidalgo Avenue
Kenai, AK 99611
(907) 283-8200
planning@kenai.city
www.kenai.city/planning

PROPERTY OWNER

Name:					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number(s):					
Email:					

PETITIONER REPRESENTATIVE (LEAVE BLANK IF NONE)

Name:					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number(s):					
Email:					

PROPERTY INFORMATION

Kenai Peninsula Borough Parcel # (Property Tax ID):	
Physical Address:	
Legal Description:	
Zoning:	

HOME OCCUPATION DESCRIPTION

(include State Business License and KPB Tax Compliance if applicable for this application)

Home occupation use (attach additional sheets if necessary):

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Home occupations are accessory uses conducted so the average neighbor would not be aware of its existence. Describe how the home occupation is compatible with other permitted uses and with the residential character of the neighborhood:

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Will you place a sign on the property for your home occupation?
(allowed with an approved sign permit)

☐ YES ☐ NO

HOME OCCUPATION DEVELOPMENT REQUIREMENTS (include site plan/floor plan with square footage with this application)

Will no more than one person outside of the family be employed for the home occupation?	<input type="checkbox"/> YES
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Will no more than 30% of the gross floor area of all buildings on the lot be used for the home occupation?	<input type="checkbox"/> YES
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Will the home occupation take place in a wholly enclosed principal building or other building accessory to the principal building on the property?	<input type="checkbox"/> YES
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AUTHORITY TO APPLY FOR HOME OCCUPATION PERMIT: I hereby certify that (I am) (I have been authorized to act for) owner of the property described above and that I petition for a home occupation permit in conformance with Title 14 of the Kenai Municipal Code. I understand that assigned hearing dates are tentative and may have to be postponed by Planning Department staff for administrative reasons. I understand that a site visit may be required to process this application. City of Kenai personnel are authorized to access the above-referenced property for the purpose of processing this application.
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Signature:		Date:	
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Print Name:		Title/Business:	
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For City Use Only

Fire Inspection Status:

Date Application Fee Received:

PZ Resolution Number:



Home Occupation Permit Application CHECKLIST

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- ☐ Evaluate uses allowed in your zoning district. Information on zoning is available at kenai.city/planning/page/zoning. No home occupation permits may be issued in the City for: commercial auto, small machine, and boat repair; commercial kennels or similar uses; convalescent homes for the care of more than two patients; mortuaries; private schools with organized classes; real estate office; restaurants; commercial marijuana establishments.
- ☐ Submit completed application form. The application form must include an attached site plan/floor plan with square footages of all structures on the property and parking areas. If applicable, include a State Business License and a KPB Tax Compliance Form with the application.
- ☐ City staff will evaluate your application following Kenai Municipal Code 14.20.230 - Home Occupations (kenai.municipal.codes/KMC/14.20.230). Please answer questions from City staff about your application.
- ☐ Meet with Fire Marshall for inspection of premises (if necessary).
The Fire Marshal will contact you to arrange an inspection.
- ☐ Attend Planning & Zoning Commission meeting (not mandatory, but recommended).
Attendance is beneficial so you are able to answer questions of the Commission.

Thank you for choosing the City of Kenai!

Please contact the Planning & Zoning Department with application questions.