

Home-Based Businesses

A business license is required for commercial and residential-based businesses operating in the City of New Hope. If you are operating a business from your home or a residential address, you must first request approval from the Zoning Board before a business license can be issued. (Please reference Zoning Ordinance No. 407, Section IX, 9.1.D for information regarding Home Occupations.)

You will not be required to go through this request process again unless your business structure changes.

There are several steps before a decision can be made. A checklist of the process is listed below. To begin this process, fill out the Home-Based Application and submit it along with the required fee to the City Clerk. A hearing will not be scheduled until all requested information is obtained. It is the applicant's responsibility to contact any other governing agencies for information relating to required licenses or inspections relative to your type of business (i.e.: health dept, tax office). All businesses must pay the applicable sales or use tax as required by law.

- Fill out the application
- Return the application to the City Clerk (Monday thru Friday, 8 am until 5 pm)
- Pay the \$50 fee
- Clerk will post a notice and mail the notice to the adjoining landowners.
- Notice must be posted for a minimum of 15 days.
- A public hearing and a Zoning Board meeting will be scheduled.
- The applicant must appear before the ZBA.
- The ZBA will make a determination.
- If approved, the applicant can pick up a copy of the approval 48 hours after the meeting.
- You must purchase a business license if approved within 30 days from the date of the meeting.
- Applicant must report all applicable taxes etc. to the proper authorities.

If you have any questions, please feel free to contact the City Clerk at 256-723-2616 ext. 213.