



HOME-BASED BUSINESS REGISTRATION FEE \$25

All **Home-Based Businesses** must register with the Village of Palmyra, in accordance with **Chapter 17, Sec. 17.05(7)(I)** of the Code of Ordinances. Please provide the following details to complete your registration:

APPLICANT INFORMATION

Applicant: _____

Phone: _____ Address: _____

Email: _____ City: _____ State: _____ Zip: _____

Status of Applicant: ☐ Property Owner ☐ Representative ☐ Property Tenant ☐ Other _____

Applicant Signature (required): _____ Date: _____

BUSINESS OWNER INFORMATION (if applicant status is "property tenant" or "representative")

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Owner Signature (required): _____ Date: _____

BUSINESS INFORMATION

Business Name: _____

Address: _____

☐ Continuous ☐ Seasonal Hours of Operation:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

of Employees: _____ Estimated # of Clients/Customers per day: _____

Proposed Business Use (describe in detail – attach additional pages if necessary): _____

Description of Products sold and/or services provided: _____

Hazardous chemicals and/or substances kept on site: _____

HOME-BASED BUSINESS REGISTRATION

What type of advertising will there be for your business? _____

Will there be a separate structure for the sale of your items? YES _____ NO _____

If yes, what is the size of the structure and materials? _____

If yes to above please show a site plan of where the structure is located on the property.

Is the structure movable? Yes _____ No _____

Is the home-based business carried on wholly by a resident of the dwelling unit? ☐ Yes ☐ No

EMERGENCY CONTACT INFORMATION

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

IMPORTANT NOTICE REGARDING CHANGES AND UPDATES

The operator of a home-based business shall submit an updated Home-Based Business Registration Form if any information located on the form changes.

TO BE COMPLETED BY THE VILLAGE

Registration Received:

Date of Village Board Action:

Village Board Action: ☐ Approved ☐ Conditionally Approved ☐ Denied

Conditions if any:

