

**2010 HOME OCCUPATION
BUSINESS LICENSE REGISTRATION**

Mail to:
VILLAGE OF NORTH BALTIMORE
205 N. Main St.
North Baltimore, OH 45872

New Registration and Renewals
\$35.00
***20% Surcharge Per Month
For Late Renewals**
Telephone (419) 257-2394
Facsimile (419) 257-2457

Attn: Business License Clerk

For Office Use Only	
AMT. PAID \$	10
CASH/CHECK#	_____
DATE PAID	_____
LIC. DATE	_____
BUS. LIC. #	_____

PLEASE CIRCLE THE ONE THAT APPLIES TO YOUR BUSINESS

New Business	New Owner	Location Change	Renewal	Update or Change
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PLEASE PRINT OR TYPE ALL INFORMATION, THE APPLICATION WILL BE RETURNED IF NOT LEGIBLE OR COMPLETED.

Business Name: _____ Phone: _____

Business Location: _____ City _____ State _____ Zip Code _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Type of Business (Be Specific): _____ Letter of intent attached (check here) _____

Printed Name of Owner: _____ Other Contact Name/Number _____

Driver's License #: _____ State _____ DOB _____ E-mail Address _____

OH State Tax ID# _____ - - - - - OH State License # _____ Exp _____
(If profession requires)

I certify that the foregoing information is correct to the best of my knowledge:

Signature: _____ Date: _____

Any use listed in a commercial or industrial district will not be permitted as a Home Occupation.

I understand that the granting and continuance of this license is dependent upon me abiding by all the regulations found in the North Baltimore Village Codes and the Home Occupation Ordinance.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____
(IF OTHER THAN APPLICANT)

OFFICIAL USE ONLY

Approved by: _____ Date: _____

Notes/Comments:

Zoning District _____

Minor Home Occupation Type _____ Major Home Occupation Type: _____

Conditional Use Permit Case No. Date Approved _____

Restrictions Placed on Conditional Use _____

Not Approved by: _____ Date: _____

Reason Not Approved: _____

Village of North Baltimore
Code Enforcement Office
Business License Department
419-257-2394(*telephone*) 419-257-2457 (*facsimile*)

address label here

HOME BUSINESS LICENSE REGISTRATION RENEWAL

It is time to renew your home business license registration for 2010. To conduct business in the Village of North Baltimore Ordinances (Home Occupation Ordinance) states that each business will obtain a Village of North Baltimore home business registration each year. Please return the completed application with all information requested and the \$35.00 application fee enclosed (**See Other Side**). **If your profession requires State of Ohio Certification, you are required to provide a copy. Failure to complete the application in its entirety will result in the application being returned to you for completion. This could result in a possible surcharge. Please note that this application is an archival file and must be filled out each year of renewal.**

If any person fails to obtain the appropriate registration or license pursuant to the terms of this ordinance, or fails to renew such registration or license before the expiration date of the month of renewal, such person shall pay a surcharge in the amount of twenty percent (20%) of the license or registration fee for each month after the payment is late. A grace period (in which no late fee will be due and payable) of fourteen (14) calendar days following the last day of the month the license is to be renewed, is allowed. In no event shall the total surcharge exceed the cost of the registration or license fee. Further steps to ensure proper registration may include Municipal Court Proceedings. **If you are no longer doing business, please call my office so I can update your file, which could save your business any accumulated surcharges.**

Thank you for your prompt response,

Kathy Healy
Administrator
Village of North Baltimore

Re: Village of North Baltimore Home Occupation Business License Registration
Letter of Intent

Dear Business Owner:

The Village of North Baltimore has implemented a procedure for all Home Occupation Business License Registration renewals and new businesses. This procedure consists of attaching a letter of intent every year that you renew your business. This letter can be the same letter every year, but must have the current year's date. Please refer to the sample below as a guide in determining the contents of the letter, however please be **specific** as to what your business does.

To Whom It May Concern;

My name is _____ and I own and operate the business known as _____ which operates at _____ (address) . My service consists of typing resumes, term papers, documents, etc.. This business services clients through phone calls, e-mail and mail. Any client contact is done strictly on a pick-up and delivery basis at their location. No clients come to my home office/residence location to conduct business. I have no outside storage or signs that indicate a business being operated at my home.

I understand that the granting and continuance of this license registration is dependent upon me abiding by all the regulations found in the North Baltimore Zoning Ordinance.

Thank you,

I understand that this addition to your renewal may pose an inconvenience for some businesses, however, it is a necessity due to some past misunderstandings by home occupation business owners. **IF YOU DO NOT TURN IN A LETTER OF INTENT WITH YOUR RENEWAL OR NEW APPLICATION, IT WILL PROLONG ISSUANCE OF YOUR LICENSE REGISTRATION.** If you have any questions or concerns, please do not hesitate to contact me at 205 N. Main St., Village Administrative Offices, or at (419) 257-2394.

Thank you for your cooperation,

Kathy Healy, Administrator

Village of North Baltimore