



Home Occupation Renewal

Permit application instructions on reverse side

Application to be file annually to continue permitted use
File by end of January EVERY YEAR

Benton Charter Twp.
1725 Territorial Road
Benton Harbor, MI 49022

Tel: (269) 925-7284

Fax: (269) 925-7134

DEPARTMENT OF BUILDING AND INSPECTIONS

Application shall be submitted at the Township Hall with all supporting documentation. When received, this Application will be forwarded to the Zoning Official. The Zoning Official will review the Application to see if it is complete. Their determination may require additional supporting documentation. All noticing and legal guidelines begin after determining all items are in place for consideration (when the Application is complete).

SEE REAR OF FORM FOR MORE INSTRUCTIONS

Zoning of Property:	Property ID #: 11-03-	Completion of application is necessary for continuation of the home occupation permission.	
Circle one: Continuation of Home Occupation permit	Original Year of approval	Date application received:	Fees on rear of form:
Township Zoning Official acceptance (date):	(Twp use):	Invoice number:	Paid receipt number:

I. **PROPERTY ADDRESS:** Building Dept should attach County (Beacon) Sheet to Application:

ADDRESS of property in question:	Owner Phone number:
	Owner email address:
Name and Address of Owner with phone number please:	

II. **ACTION REQUESTED:** Continuation of the home occupation:

Please state action requested: Use the space below to state generally what your home occupation is. Please give the (the year) date your approval letter was issued, and state what home occupation you have permission for.

III. **PRIOR ZONING ACTION**

What home occupation did you ask for:	What is the parcel number that permission was given for
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IV. **ACTION REQUESTED:**

Please state if anything has changed since you received permission for your home occupation:

IV. **SIGNATURE.** Please sign 2x, here and below.

The undersigned acknowledges that if a request is granted or other decision favorable to the undersigned is rendered upon this application, said decision does not relieve the undersigned from compliance with all other provisions of applicable Township Ordinances, and the undersigned affirms that the answer and statements herein contained and the information Herewith submitted are in all respects true and correct, to the best of his/her knowledge.	
Signature of Applicant X	Date

V. **ALLOWANCE TO ENTER PROPERTY:** Please sign 2x, here and above.

I grant permission for Benton Charter Township employees and or agents to enter my property for the purpose to gather site information relative to the above request.	
Signature of Applicant X	Date

VI. **DEPARTMENT APPROVAL:**

Signature by the Township Clerk or the Building Official means you are approved to continue your Home Occupation for another year. Signed, Dated, Conditions:

Before completing this application, please request a meeting with the zoning official to be sure that your application is complete. **You should submit supporting documentation with your application. The Benton Charter Township ordinances are available to guide you (at the municode.com website). A meeting with the zoning official will streamline the completion of an application. If the zoning official is not available, please leave the completed application at the Building Department window with a working phone number and someone will contact you toward completeness and continuation.**

You would use this form only if you have been approved by the Township Board after a public hearing and notice to your neighbors before the Planning Commission for a home occupation permit in the past.

Additional information may be required. Please complete necessary information such as email address, cell phone, and contact information to make it easy to reach you. Other information may be required (per ordinance requirements):

- 1. It would be helpful for you to submit the approval letter from the Township Clerk upon your original approval.**
- 2. It will be helpful to understand if anything has changed.**
- 3. Please also submit any necessary additional permits from the Road Commission, Health Department, DEQ, or other agency.**
- 4. If your ownership of the property has changed you would need to bring proof of ownership or purchase agreement showing your legal interest in the property.**
- 5. Any conditions to your original approval stated on the original letter may need to be shown to comply with the original approval and satisfy the conditions.**
- 6. A check made out to Benton Charter Township in the amount shown below as the fee to process the annual Home Occupation process.**

Thank you for your application. Signature on the application by a Township Official will continue the Home Occupation for another year. We continue to wish you well and look forward to serving you. Call any time you have questions.

FEES:

Ordinance	Service	Fee
18-190	Home occupation	\$30.00

Last revised: DEC 2025