







Home Occupation Permit Approval Process

TIME FRAME	Application Submittal Fully Completed/Notarized Home Occupation Permit application is submitted to Code Enforcement Planning Assistant with a one time \$65.00 application fee		
			
Day 1	Application is logged-in, assigned a project/application number, department review memorandum created and routed for review and sign off.		
			
Day 2-4	Staff Review Code Officer reviews application and routes to Section Chief for review.		
			
Day 5-7	Staff Review Section Chief reviews application and signs off on review memorandum and routes to Department Director		
			
Day 8-9	Staff Review Department Director reviews application and signs off on review memorandum and routes to Code Enforcement Planning Assistant		
			
Day 10-12	If Denied A denial letter is generated and sent to applicant		If Approved Approval letter is generated and sent to applicant

Home Occupation permits are required for anyone within the County Limits how is either running a business of a business office from a residentially zoned property. For further information on allowable businesses and home occupation limitations go to www.municode.com and search for Indian River County, Florida Chapter 912.05(6).