



**Town of Pearl River**

39460 Willis Alley, Pearl River, LA 70452

**Town Clerk In-Home Office Application Checklist (Town Use Only)**

1. Town Clerk Office Presents to Applicant:
  - In-Home Business Application Form (1 page)
  - Street Zoning List (1 page)
  - District Zoning Sheets for R-1, R-1-A, and R-3 (3 pages)
  
2. Town Clerk Office Receives from the Applicant:
  - Completed Application Form (1 page)
  - Statement of “no objection” from three (3) neighbors in close proximity
  - Copy of documents showing “proof of ownership” of property
  - Notarized “no objection” statement of property owner, if other than applicant
  - Copy of lease or rental agreement if applicable
  
3. Town Clerk’s Office
  - Verify Street Zoning on Application
  - Stamp received date
  
4. Town Clerk Office Contacts Pearl River Planning Commission
  - Notify Chairperson
  - Provide copies of completed packet
  
5. Upon approval by Council, Town Clerk Office collects fee, issue permit and occupational license.

Name of Applicant: _____	Date Received from Applicant: _____
Date Notified Planning Chairperson: _____	Date of Public Hearing: _____
Date Presented to Town Council: _____	
Decision of Council: _____	
Date Permit Issued: _____	Permit #: _____
Date Occupational License Issued: _____	License #: _____
Fee Collected: \$ _____	

Updated 01/21/2016



**Town of Pearl River**

39460 Willis Alley, Pearl River, LA 70452

**In-Home Business Permit Application**

Application is hereby made to the Town of Pearl River, Louisiana  
Planning and Zoning Commission for In-Home Business

**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Information**

Current zoning (see street zoning list) : \_\_\_\_\_ ( example: R-1; R-1-A; R-3; etc.)

Property Owner (if different from Applicant): \_\_\_\_\_

Property Owner Address (if different from Applicant): \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of business:

\_\_\_\_\_

Describe type of business: \_\_\_\_\_

Provide a description of activities that will be conducted on site: \_\_\_\_\_

\_\_\_\_\_

Describe any pick-up or delivery traffic related to this business: \_\_\_\_\_

\_\_\_\_\_

Note: Business signs are not permitted. See In-Home Business Ordinance #03-9-04 for specific restrictions and requirements.

**Attach the following documents to completed application:**

- Statement of “no objection” from three (3) neighbors in close proximity
- Copy of documents showing “proof of ownership” of property
- Notarized “no objection” statement of property owner, if other than applicant
- Copy of lease or rental agreement if applicable

Turn in application package to: Town of Pearl River, 39460 Willis Alley, Pearl River, LA 70452

The applicant or legal representative must be present at the Planning Commission meeting or the application will be tabled. The Planning Commission meets the first and third Tuesdays of the month at 7:00 pm, at the Pearl River Town Hall.

Updated 01/21/2016