

MAJOR HOME OCCUPATION APPLICATION AND CHECKLIST

The following information is required in order for the application to be accepted. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

The Major Home Occupation Permit is subject to applicable private homeowner association (HOA) covenants and restrictions. Please confirm any rules or restrictions governing home occupations with your HOA prior to submitting your permit application to the City. Approval of a home occupation permit by the City does not constitute or imply HOA approval.

I. Checklist

- 1. Application Fee:** An application fee of \$100 is required. The application fee must be paid prior to approval of the home occupation permit.
- 2. Application Checklist:** A copy of this checklist verifying items included with the submittal.
- 3. Application:** Complete the application form provided with this checklist.
- 4. Certification:** Complete and sign the certification form provided with this checklist.
- 5. Floor Plan** drawn to scale of the structure indicating each area of the structure to be used by the proposed business. Label each room with (a) the existing use and (b) the proposed use indicating all window and door openings.
- 6. Site Plan** drawn to scale with dimensions, containing the following information:
 - a. North arrow identified.
 - b. Property lines or boundaries.
 - c. Footprint of the building
- 7. State License:** For a State licensed family child care home, a copy of the State license must be submitted to the City prior to approval of the required Major Home Occupation Permit.

APPLICATION

Contact Information			
Name:		Phone:	
Address:			
City, State:		Zip Code:	
Email Address:		Preferred Method of Contact	Phone Email
Home Occupation Information			
List equipment used in the operation of the proposed business, if applicable			
Describe any building alterations that will be made to accommodate the home occupation*			
State Licensed Child Care			
Ages/Age range of children		Total number of children	
Number of children under the age of two		Number of own children	

* If any interior or exterior alterations are made to the home or structure, additional building permits may be required. Contact the Building Division at 970-962-2505 for more information.

MAJOR HOME OCCUPATION PERMIT CERTIFICATION

Please read the following statements and check each standard verifying that you have read each statement and agree to operate the proposed home occupation in strict compliance with these requirements.

1. The home occupation will be conducted entirely within the dwelling unit or associated accessory building, except for a state licensed family child care home.
2. I am the person conducting the home occupation and will reside on the premises on which the business operates.
3. The home occupation will not occupy more than twenty-five percent (25%) of the combined total floor area of the dwelling unit and the accessory buildings, included but not limited to the basement, garage, and upper floors of the dwelling unit, except for a state licensed family child care home.
4. There will be no display, advertising, sign, or exterior activity that would in any way indicate that the property is being used for a home occupation, except that exterior activity shall be allowed for outdoor playground activities in a state licensed family child care home. No exterior alterations are permitted to a dwelling, except for the addition of a secondary entrance. No advertising or listing in business or telephone directories shall list the address of the home occupation, except for bed and breakfast homes and boarding and rooming houses.
5. The home occupation will not generate any vibration, smoke, dust, odors, noise, electrical interference with radio or television or reception, or heat or glare which is noticeable at or beyond the property line of the premises upon which the home occupation is located.
6. No additional off-street parking will be created on the premises for the home occupation, except for bed and breakfast and boarding and rooming houses as a major home occupation.
7. No clients, pupils, or employees will be on the premise between the hours of 10:00 p.m. and 7:00 am. Except state licensed family child care homes.
8. There will be no deliveries to or from the premises with a vehicle longer than sixteen feet or rated over eight thousand gross vehicle weight (a standard United Parcel Service truck). Moving vans shall be permitted for the purpose of delivering or removing household or office furnishings.
9. There will be no more than one commercial vehicle used in conjunction with the home occupation or parked on the premises. A commercial vehicle means a vehicle having a combined gross vehicle weight rating greater than 12,000 pounds designed for transportation of commodities, merchandise, produce, freight, animals or passengers, and operated in conjunction with a home occupation.
10. There will be no wholesale or retail business operated from the premises unless it is conducted entirely by mail (U.S. Postal Service, United Parcel Service, or the like), or sales are transacted on the premises no more than one time per calendar month (e.g., Tupperware parties). This restriction on retail sales does not prohibit the incidental sales of products such as hair care products sold in conjunction with a beauty salon or instructional books sold in conjunction with music lessons.
11. There will be no chemicals or substances used, sold, or stored on the premises which are physical or health hazards as defined in Article 80 of the latest version of the Uniform Fire Code as adopted by the City.

12. The home occupation will not result in an increase in the life safety hazard rating of the premises or building as defined in the building code as adopted by the City.
13. If the home occupation involves the preparation, sales, or handling of foodstuffs a permit has been obtained from the Larimer County Health Department and proof of Health Department approval has been provided to the City. (Not applicable for state licensed family child care home per Larimer County Health Department's inspection requirements.)
14. The allowance of the home occupation will not modify other zoning restrictions, subdivision restrictions or covenants, or other restrictions that may apply to the premises.
15. No more than one staff person will work on-site. For construction contractors and similar businesses that have more than one employee and maintain a home office as their home occupation, only one staff person will report to the premise.
16. Business deliveries and business shipments, on the average, will not occur more than once per week, and deliveries and shipments will occur only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
17. No more than four persons at one time and no more than twelve people during a twenty-four hour period will avail themselves of the services provided by the home occupation. Barber and beauty shops can have no more than two stations. The number of children that may be cared for in a home child care use is limited by the applicable state license or statutory definition.
18. The addition of a secondary entrance to the home shall be the only permitted exterior alteration to accommodate the home occupation.
19. Home Child Care uses that serve more than 5 children who are not more than two such facilities fronting on the same street segment, or within 500 feet along the street in both directions, whichever distance is shorter.
20. State Licensed Child Care Homes are subject to 18.02.603 of the Municipal Code

By signing this certification, I agree to operate and conduct the home business, as described in the major home occupation permit application, in accordance with the requirements in Municipal Code Section 18.02.06, Business Use of the Home. I further understand that if I reside within a Home Owners Association (HOA), this home occupation will be subject to any HOA covenants and restrictions.

Applicant's signature _____

Date _____

Printed Name: _____