



(Approved Date)

**Planning and Zoning
Department
BUSINESS LICENSE
HOME OCCUPATION
PERMIT APPLICATION**

Business License #: _____ **UPC#:** _____ **Community:** _____

PLEASE ANSWER ALL QUESTIONS - INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Business Name (DBA) _____

NM CRS # (Required) ____ - ____ - ____ - ____

Applicant: _____
Last First Middle Initial

Property Owner Name: _____

Owners Mailing Address: _____

Business Physical Address: _____

Business Mailing Address: _____

Phone (_____) _____ Mobile Phone: (_____) _____

E-mail Address: _____

Describe Nature of Business: Sales Service Manufacturing Internet Food Other

1. How many people, other than you, will be working from the dwelling? ____
Do they live in the dwelling? ____ Yes / NO ____

2. Explain the activity in the dwelling unit:
Will anything be manufactured or produced on the premises? ____
Will any merchandise be sold at the dwelling? ____
Will any merchandise be displayed at the dwelling? ____
Will the home occupation involve auto repair? ____
Will any inventory be stored on the premises? ____
If the answer to any of the above is "YES", Please explain: _____

3. Will the business activity be conducted outside in the yard, patio or garage of this dwelling?
____ Yes / No ____ If the answer is "YES" please explain: _____

4. Will there be any vehicles used in connection with this business activity? ____ Yes / No ____
How many vehicles will be parked at this location? ____
What will the vehicles be used for? _____
Describe any anticipated deliveries/pickups by commercial vehicles at this location:

5. Will there be any other vehicle traffic generated from the business activity? _____

6. Will the operation of the business create external noise, vibration, glare, fumes, odors or other nuisances that could be detectable by neighbors? ____ Yes / No ____
7. Will the operation of the business involve painting, welding, fabricating, flammable materials or hazardous chemicals? ____ Yes / No ____ Explain: _____

Please read the following agreement before signing the application:

This application will be reviewed to determine if the proposed home occupation is in scope of the regulations permitted by this ordinance. In cases where the business activity distracts from the residential character of the neighborhood the application shall be referred to a class II use permit required by this ordinance.

I understand that my signature indicates that all of the information contained on this application is true and correct. If any of the information submitted in this application is found to be fraudulent or in error, the license or home occupation permit may be revoked. If the conditions regarding the home occupation change in such a way that it becomes out of compliance with this ordinance the permit may be revoked.

Applicant: _____ Date: _____
 Signature

Planning Department Review

Business License: Approved _____ **Denied - A Conditional Use Permit is required** _____

Home Occupation Permit: Approved _____ **Home Occupation Permit #** _____

Planning Approval: _____

Signature

Date

Comments or Conditions of approval: _____

County Business License Fee \$35.00 Home Occupation Permit Fee \$50.00

HOME OCCUPATION REGULATIONS & SUBMITTAL CHECKLIST

1. **NONTRANSFERABLE.** A HOME OCCUPATION PERMIT IS UNIQUE TO THE PROPERTY AND APPLICANT(S) LISTED AND IS NOT TRANSFERABLE TO ANY OTHER PERSON.
2. **MAXIMUM OF TWO OUTSIDE EMPLOYEES.** NO MORE THAN TWO PERSONS OTHER THAN MEMBERS OF A FAMILY RESIDING ON THE PREMISES SHALL BE REGULARLY ENGAGED IN WORK AT THE SITE OF THE HOME OCCUPANCY.
3. **DWELLING OR ACCESSORY FLOOR AREA.** A DWELLING UNIT OR ACCESSORY STRUCTURE MAY BE DEVOTED TO A HOME OCCUPATION.
4. **RESIDENTIAL APPEARANCE MAINTAINED.** NO STRUCTURAL ADDITIONS, ENLARGEMENTS, OR EXTERIOR ALTERATIONS CHANGING THE RESIDENTIAL APPEARANCE SHALL BE PERMITTED WITHOUT A DEVELOPMENT PERMIT APPLICATION.
5. **NO NUISANCE.** NO USE OF EQUIPMENT OR PROCESSES THAT CREATES; NOISE, VIBRATION, GLARE, FUMES, ODORS, OR ELECTRONIC INTERFERENCE DETECTABLE BY NEIGHBORS, SHALL BE PERMITTED.
6. **TRAFFIC GENERATION.** NO TRAFFIC SHALL BE GENERATED BY SUCH HOME OCCUPATION IN GREATER VOLUMES THAN WOULD NORMALLY BE EXPECTED IN A RESIDENTIAL NEIGHBORHOOD.
7. **NO EXTERIOR STORAGE OR DISPLAY.** NO DISPLAY OF GOODS OR EXTERNAL EVIDENCE OF THE HOME OCCUPATION SHALL BE PERMITTED, WITH THE EXCEPTION OF SIGNS (SEE #-10- BELOW).
8. **BUSINESS LICENSE REQUIRED.** THE APPLICANT FOR A HOME OCCUPATION PERMIT SHALL BE RESPONSIBLE FOR OBTAINING AND KEEPING CURRENT A BUSINESS LICENSE WITH THE COUNTY.
9. **SECONDARY TO RESIDENTIAL USE.** A HOME OCCUPATION USE SHALL BE INCIDENTAL AND SUBORDINATE TO THE PRIMARY RESIDENTIAL USE AND SHALL NOT CHANGE OR DETRIMENTALLY AFFECT THE RESIDENTIAL CHARACTER OF THE DWELLING, OR THE NEIGHBORHOOD.
10. **SIGNAGE.** HOME OCCUPATION ALLOWS FOR A 2X2 SIZE SIGN ON THE PREMISES WITH SIGN PERMIT.
11. **UTILITY SERVICES.** A HOME OCCUPATION SHALL NOT REQUIRE INCREASING OR ENHANCING THE SIZE, CAPACITY, OR FLOW OF ANY UTILITIES SUCH AS, BUT NOT LIMITED TO; WATER, ELECTRIC, AND SEPTIC SYSTEMS. A CONDITIONAL USE PERMIT MAY BE NECESSARY IF UTILITIES ARE TO BE INCREASED OR ENHANCED FOR HOME OCCUPATION.
12. **SITE PLAN WITH THE FOLLOWING INFORMATION:**
 - (A) LOT DIMENSIONS AND FLOOR PLAN OF BUILDING TO BE USED TO CONDUCT THE HOME OCCUPATION.
 - (B) SIZE, DIMENSION AND LOCATION OF ALL EXISTING AND PROPOSED STRUCTURES (INCLUDING DISTANCES TO LOT LINES, BETWEEN STRUCTURES, AND FROM WATERWAYS)
 - (C) LOCATION & DIMENSIONS OF PARKING, VEHICULAR ACCESS, SIGNAGE, LIGHTING, OR BUFFERING TO BE USED
13. **COPY OF SURVEY**
14. **PROOF OF OWNERSHIP.** PROVIDE WARRANTEE DEED OR LEASE AGREEMENT WITH PROPERTY OWNERS NOTARIZED SIGNATURE AUTHORIZATION TO CONDUCT BUSINESS ON PREMISES.
15. **SITE INSPECTION.** A SITE INSPECTION MUST BE CONDUCTED PRIOR TO APPROVAL
16. **PROOF OF NORTH CENTRAL SOLID WASTE AUTHORITY ACCOUNT.** TRASH ACCOUNT RESIDENTIAL/COMMERCIAL
17. **NARRATIVE** DESCRIBE NATURE OF BUSINESS PROPOSED, HOURS OPEN, DAILY TRAFFIC GENERATED, NUMBER OF EMPLOYEES

PLEASE BE ADVISED THAT PRIOR TO APPROVING AN APPLICATION, STAFF MUST PERFORM AN INSPECTION OF THE PREMISES. A RE-INSPECTION MAY ALSO BE PERFORMED TO DETERMINE COMPLIANCE UPON RECEIPT OF ANY COMPLAINTS OF VIOLATION OF COUNTY ORDINANCE.

I have received a copy of Home Occupation Regulations and Submittal checklist

Applicant

Date