



## TYPE II HOME OCCUPATION PERMITS

### GENERAL INFORMATION

Business owners must apply for and receive a Home Occupation Permit when they are conducting most types of business activities at a place of residence. The City has three types of Home Occupation Permits: Home Occupation Exemptions, Type I Home Occupation Permits, and Type II Home Occupation Permits. The information and forms herein are only for Type II Home Occupation Permits.

### APPLICATION & SUBMITTAL INFORMATION:

Prior to submitting an application, Applicants need to contact the Development Services Department (Department) to discuss the proposed Home Occupation. The Department will provide assistance and detailed information on the City's permitting requirements and standards.

An electronic format (complying with the City's Electronic Document Requirements outlined on the accompanying handout) of each of the below-listed submittal items is required to be uploaded into the City's permit portal to the City **AT THE SAME TIME**.

TYPE II HOME OCCUPATION PERMITS	
ITEMS REQUIRED TO BE SUBMITTED	
<b>TYPE II HOME OCCUPATION APPLICATION FORM</b>	This form is accompanying this handout.
<b>FLOOR PLANS</b>	See the following page for additional details with regard to the information required on Floor Plans for a Home Occupation Permit.
<b>FEES</b>	Application fees must be paid when an application is submitted to the City.

The City cannot accept an application that does not have all of the required submittal items listed in the table above.

### PROCESS AND TIMING

The time it takes to complete a Type II Home Occupation depends on how complex the application is and how quickly and completely responses are received from the Applicant when the Department asks for clarifications or additional information to process/complete the permit. However, staff is generally able to complete their initial review and provide you with a list of additional information/corrections within two weeks of a complete application being submitted.

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

## DETAILS REGARDING THE ITEMS REQUIRED TO BE SUBMITTED

Additional details regarding required submittals is provided below to ensure Applicants are fully aware what City staff will be looking for when an application is submitted to the City. Your permit cannot be processed if it doesn't contain the required information.

- A. MINIMUM FLOOR PLAN REQUIREMENTS:** floor plans are required to be drawn to a standard architectural or engineering scale and must be no smaller than 11" by 17" in size. Floor plans submitted for a Type II Home Occupation Permit must be comprised of each of the items listed below.
- 1. The Floor Plan Must Contain:**
    - a. Identification of the existing floor plan for each story within the structure.
    - b. Identification of any modifications to the floor plan proposed as part of the Home Occupation Permit.
    - c. The use of each room must be labeled.
    - d. Areas used for the proposed Home Occupation must be labeled.
    - e. The square footage of each room must be identified.
- B. DEPENDING ON THE PROPOSED HOME OCCUPATION THE CITY COULD ASK FOR ADDITIONAL INFORMATION SO THAT CODE COMPLIANCE CAN BE DETERMINED.**