

BUSINESS/APPLICANT INFORMATION

Doing Business As (DBA): _____

Nature of Business: _____

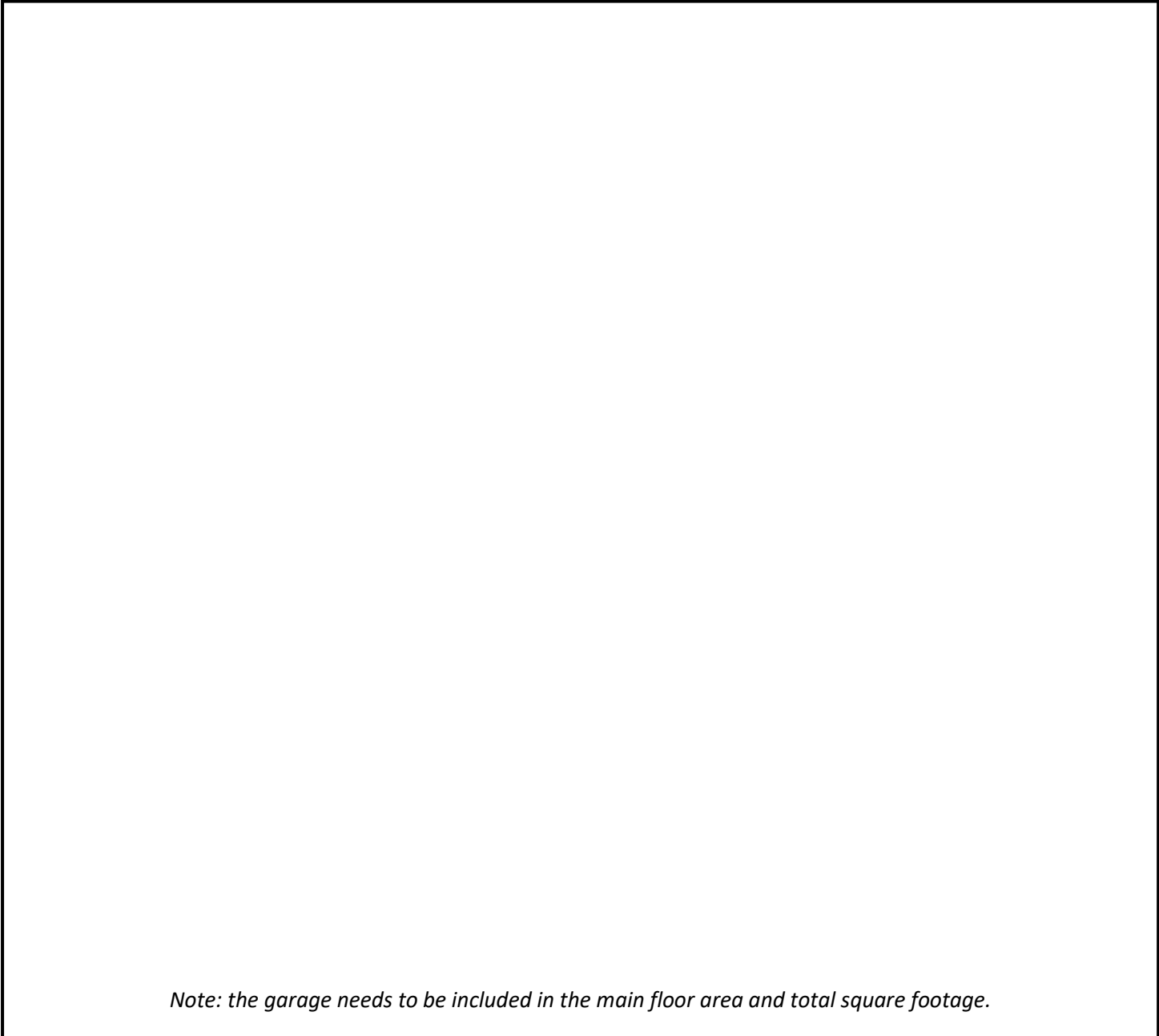
Goods/Services Offered: _____

Business Owner/Contact: _____ Phone No: _____

Business Address: _____

Applicant	Please Provide the following REQUIRED information	Office Use
	Completed & Signed Home Occupation Application	
	Recorded warranty deed showing proof of ownership	
	Signed Property Owner Acknowledgment (if applicable)	
	Site Plan Which includes: 1. Layout of the lot, including access & parking. 2. Provided off street parking (if applicable) 3. Existing structures 4. Layout of floor plan which includes the square footage of the dwelling (include garage in total) as well as the square footage of proposed work space (shall not exceed more than 20% of floor area of dwelling) 5. Show storage of inventory & supplies specifically pertaining to the occupation (can NOT make up more than 50% of the area permitted to be used as a Home Occupation)	
	Zoning Classification of subject property:	
	Other than those related by blood, marriage, or adoption, no more than one person may be employed in the home occupation. In an A Residential district, no non-family employees are allowed. Number of Employees:	
	Detailed description of business and business activity including Days & Hours of Operation:	
	Will equipment or process used for the home occupation create noise, vibration, glare, fumes, odors or electrical interference detectable off of the lot:	
	One sign, not exceeding (2) Sq. Ft. in area is allowed, except in an A-Residential district in which no sign is allowed. Will Home Occupation have a sign:	
	Completed Conditional Use Permit Application (if applicable)	
	Application fee(s) paid	

SITE PLAN/FLOOR PLAN: Please draw a sketch of the layout of the main floor of your home. Include dimensions and label each room. Indicate the areas you intend to use for the home occupation and where any storage of inventory or supplies will be kept. Provide the total square footage of the main floor as well as the square footage to be used for the home occupation.



Note: the garage needs to be included in the main floor area and total square footage.

Total square feet of the main floor living area? _____ Square Feet
Total square feet of the intended space for the home occupation? _____ Square Feet
Percent of home used for intended home occupation? _____ (Not to exceed 20%)

****How to figure the percentage of intended space to be used****

Divide the square feet of the space for the business by the total square feet of the main living floor. This will be the total percent of space being used for the home occupation.

Applicant Signature:

** I certify that all the information provided in this application is true and correct. I hereby agree to abide by all State codes and the Payette Municipal Code relative to the licensing and business operations applied for.

Applicant Signature: _____ Date: _____

Please visit our website for helpful information and resources for starting a new business!

www.cityofpayette.com/business

FOR OFFICE USE ONLY:

Date Received: _____

Received By: _____

Zoning Classification: _____

Business Type: _____

Conditional Use Permit Required: Y / N

Conditional Use Permit Granted: Y / N

Clerks Office Approval: _____

Date Issued: _____

Date & Reason for Denial (if applicable): _____

Payment Batch # _____

Public Hearing Date: _____

Date Use Granted: _____

License #: _____

PROPERTY OWNER ACKNOWLEDGEMENT

I, _____, residing at _____,

(First & Last Name)

am the legal owner of the property at _____ located in the City of Payette.

I give _____ my permission to conduct a home occupation

(Applicants First & Last Name)

business of _____ with the days & hours of

_____ at the property referenced above.

****By signing below, you, the property owner, here by grant permission to the applicant to operate a Home Occupation at the address referenced above.****

Signature of Property Owner: _____

Dated this _____ day of _____, 20_____

PAYETTE MUNICIPAL CODE

17.64.150: HOME OCCUPATIONS:

- A. General: Home occupations shall be permitted in all zones, provided the home occupation clearly and obviously is subordinate to the main use or dwelling unit for residential purposes. Home occupations shall be conducted wholly within the primary structure on the premises.
- B. Conditions: The following conditions shall apply to home occupations:
1. The home occupation shall not exceed twenty percent (20%) of the floor area of the primary structure.
 2. Other than those related by blood, marriage or adoption, no more than one person may be employed in the home occupation. In an A Residential District, no nonfamily employees are allowed.
 3. Inventory and supplies shall not occupy more than fifty percent (50%) of the area permitted to be used as a home occupation.
 4. There shall be no exterior display or storage of goods on said premises.
 5. The use may not materially change the character of the dwelling or adversely affect the uses permitted in a Residential Zone. There shall be no change in the outside appearance of the building premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding two (2) square feet in area, indirectly illuminated and mounted flat against the wall of the principal building except in an A Residential District in which no sign is allowed.
 6. Home occupations that involve beauty shops, barbershops, or other occupations that require State or Federal licenses to operate, shall require a conditional use permit.
 7. Sales and services to patrons shall be arranged by appointment and scheduled so that not more than one patron vehicle is on the premises at the same time.
 8. All parking resulting from the operation of the home occupation shall be located on site of the dwelling in a designated parking area, such as a driveway; not on the public street or public street right-of-way or in the front yard or front yard setback area.
 9. Prior to conducting a home occupation, an application shall be made to the City Clerk's Office. The applicant shall be granted a permit if the applicant complies with this and other pertinent City ordinances and regulations. The applicant may appeal a denial of a permit directly to the Planning and Zoning Commission.
- C. Conditional Use Permit: If an applicant for a home occupation permit wishes to deviate from the requirements listed above, such applicant must apply to the Planning and Zoning Commission for a conditional use permit.
- D. Application Fee: All applicants for a home occupation permit must pay an application fee in such amount as established by resolution of the City Council at the time they apply for the permit.
- E. Nuisances To Surrounding Area: No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable off of the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.