



Home Occupation Permit Checklist

Home occupations start with a meeting with the Planning Department staff followed by a home occupation request which is reviewed by a Hearings Officer at a public hearing with notice to neighbors.

*(P) = Contact the Planning Division with any questions regarding this item.
(E) = Contact the Engineering Division with any questions regarding this item.*

Submitted	Requirement
1. <input type="checkbox"/>	Land Use Application Form (P)
2. <input type="checkbox"/>	Narrative and Code Responses (P/E) A detailed description of the business including the activities that will occur onsite, deliveries, number of employees, hours of operation, etc. A detailed description of the business meets each of the applicable approval criteria in LDC 16.69.020. A template may be obtained from Planning staff.
3. <input type="checkbox"/>	Site Plan of Proposed Development (P) A site plan (birds eye view) of the site with any exterior activity identified. An aerial photo may be obtained online or from Planning staff.
4. <input type="checkbox"/>	Traffic Impact Study if Required by the City Engineer (E)
5. <input type="checkbox"/>	A Current Preliminary Title Report or Trio for the Subject Site (P)
6. <input type="checkbox"/>	Mailing Labels for Owners within 300 Feet of the Subject Site (P) The names and addresses of property owners within 300 feet of the site from a title company.
7. <input type="checkbox"/>	All Required Application Fees (P)
8. <input type="checkbox"/>	Additional Information or Reports (P/E)

Incomplete applications will not be processed.