



Larimer County Planning Department
 P.O. Box 1190
 200 W. Oak Street, 3rd Floor
 Fort Collins, CO 80521
 970-498-7683
 970-498-7711 (fax)

Home Occupation Registration Certificate

Date Parcel No.
 (10 digit number, property identification number on tax record)

Property Address

Property Owner(s) – *Please include all property owners and phone numbers*
 Property Owner Name

Phone Number

Business Name

Email Address

Description of the Home Occupation

Is occupation in a detached, legally constructed building? (Y/N) _____

Square footage used by occupation? _____

Number of vehicle trips per day? (1 vehicle trip in, 1 vehicle trip out = 2 trips) _____

Total number of employees who work at the site of the home occupation? _____

Number of employees not residing or working on the premises? _____

CERTIFICATION STATEMENT

I, owner(s) of said property stated above, certify that:

- ✓ I have read and understand the attached standards and requirements for home occupations as set forth in Sec 4.3.10.B of the Larimer County Land Use Code.
- ✓ I have contacted applicable agencies to assure that the home occupation will be in compliance with all applicable land use, health, building and fire codes.
 - ✓ ___ Larimer County Health Dept ✓ ___ Larimer County Building Dept
 - ✓ ___ Fire District ✓ ___ Larimer County Planning
- ✓ The home occupation to be located at this address will be operated in compliance with Land Use Code standards and requirements at all times.

Property Owner's Signature(s)

Date

County Planning Staff Use Only:

Certification accepted by _____

Date: _____

HOME OCCUPATION REQUIREMENTS

(Please retain for future reference)

Land Use Code Section 4.3.10

B. Home occupation.

A business use conducted as a customary, incidental, and accessory use in the resident's dwelling unit, attached garage or detached building, including office work, the making of art or crafts, trade uses, the providing of personal or professional services, and similar activities, and including retail sales of products produced on the premises and products clearly incidental, secondary and ancillary to the home occupation. Uses specifically excluded from home occupations include vehicle repair or similar activities. Home occupations are allowed in all zoning districts by right and by public site plan review as detailed below.

1. **All** home occupations must meet the following criteria.
 - a. The home occupation may utilize up to 50 percent of the square footage of the dwelling, including the basement and attached garage, not to exceed 800 square feet in the dwelling and attached garage.
 - b. The home occupation is conducted in a legally constructed dwelling and/or detached accessory building.
 - c. Multiple home occupations are allowed on any lot provided that for all home occupations totaled together, the requirements for a single home occupation are not exceeded.
 - d. The home occupation is conducted only by members of the family who reside on the premises plus up to one full time equivalent person who works at the site of the home occupation and does not reside on the premises.
 - e. All parking required to accommodate the home occupation must be provided on the site of the home occupation and located outside of required building setbacks.
 - f. The home occupation must not change the residential character of the lot or the exterior appearance of the dwelling.
 - g. On site retail sales of products produced on the premises may occur only during retail sales events. Retail sales of products clearly incidental, secondary and ancillary to the home occupation may occur throughout the year.
 - h. On site retail sales events may occur no more than 30 days in any calendar year.
 - i. Any noise, dust, odors, vibration, or light generated as a result of the home occupation must be below, at the property line, the volume, frequency, intensity, duration or time of day such that it does not unreasonably interfere with the enjoyment of life, quiet, comfort or outdoor recreation of an individual of ordinary sensitivity and habits.
 - j. All applicable land use, health, and building codes must be met.
 - k. Any property owner who establishes a home occupation is encouraged to complete and sign a Home Occupation Registration Certificate prior to operation.
 - l. Vehicle trips associated with the home occupation, except for retail sales events, will not exceed ten trips in any one day.

HOME OCCUPATION REQUIREMENTS CONTINUED.....

2. A home occupation meeting the criteria in sub-section 1 and the following additional criteria are **allowed by right**.
 - a. The area used for the home occupation inside the dwelling, the attached garage and the detached accessory building totaled together is no more than 800 square feet.
 - b. There is no outside storage associated with the home occupation, except that no more than one vehicle used in the home occupation may be stored outside, and such vehicle must be registered as either a passenger vehicle or light duty truck.

3. A home occupation meeting the criteria in sub-section 1 above and wishing to operate under the following conditions or circumstances may operate if approval is first obtained through the **Public Site Plan** process.
 - a. Outdoor storage of materials, parts, vehicles, equipment, finished product and other items is allowed if the outdoor storage does not exceed a maximum of 800 square feet of area and will be effectively screened from surrounding properties and public roads.

 - b. The area used for the home occupation inside the dwelling, an attached garage, and detached accessory building totaled together is more than 800 square feet but no more than 1200 square feet. Home occupations using a total area of more than 1200 square feet are not allowed.

Please contact the following agencies to assure compliance with code requirements:

- **Larimer County Building Department**
200 West Oak Street
Third Floor
PO Box 1190
Fort Collins, CO 80522-1190
(970) 498-7700

- **Larimer County Department of Health and Environment**

<u>Fort Collins Office</u> 1525 Blue Spruce Dr. Fort Collins, CO 80524 (970) 498-6700	<u>Loveland Office</u> 205 E. Sixth Street Loveland, CO 80537 (970) 679-4580	<u>Estes Park Office</u> 1601 Brodie Avenue Estes Park, CO 80517 (970)-577-2050
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- **Your local Fire District or Department**

- **For general information regarding opening a business in Larimer County**
<http://www.larimer.org/info/business.htm>