



**Larimer County Land Use Code**  
Home Occupations, Section 4.3.10.B

Community Development  
Division  
200 W. Oak Street  
3<sup>rd</sup> Floor  
Fort Collins, CO 80521  
970-498-7683

**HOME OCCUPATIONS**  
**2 Categories**

1. Use by Right
2. Public Site Plan

Page **1. Use by Right**  
Registration Certificate encouraged.

**HOME OCCUPATION  
REGISTRATION**

Citizens are encouraged to submit a Registration Certificate to the planning department when establishing a **new** Home Occupation.

Page **2. Public Site Plan**

Home occupations that exceed what is allowed by right will need a Public Site Plan approval to operate.

For more information or to submit a Public Site Plan application, please contact:  
Larimer County Planning  
970-498-7683

The Larimer County Business and Enterprise web site offers resources, information and links to support your business.  
[www.lcbe.org](http://www.lcbe.org)

**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, 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.

**1. USE BY RIGHT CRITERIA**

**GENERAL**

- The Home Occupation must not change the residential character of the lot or dwelling.
- Multiple home occupations are allowed provided all totaled, they do not exceed the criteria for a single home occupation.
- The Home Occupation must meet all applicable county, state and federal regulations.

**SIZE**

- The Home Occupation may utilize up to 50% of the square footage of the dwelling, including basement and attached garage, not to exceed 800 square feet. Examples:

Dwelling	Home Occupation
1000 sq ft	500 sq ft = 50%
1200 sq ft	600 sq ft = 50%
1600 sq ft	800 sq ft = 50%
<b>800 sq ft is the maximum allowed</b>	
2000 sq ft or >	800 sq ft

**DETACHED BUILDING**

- Home occupations may be conducted in a detached accessory building. (maximum 800 sq ft allowed)

**EMPLOYEES**

- Home occupations may be conducted by members of family who reside on premises.
- Additionally, one full-time-equivalent employee, who works at the site of the home occupation and does not reside on premises, can be employed by the business.

**PARKING**

- All parking required to accommodate the business must be provided on the site.
- All parking must be located outside required building setbacks.

**TRAFFIC**

- Traffic is limited to 10 vehicle trips per day for any purpose, including employees, deliveries and customers.

**SIGNS**

- One sign, maximum 4 square feet in area per face and six feet in height.
- The sign can be located anywhere on the lot, except in a road right-of-way (i.e., not on a mailbox in the right-of-way).

**RETAIL SALES**

- Retail sales of products associated with the home occupation may not exceed 30 days in a calendar year.
- One (1) temporary directional sign on or off premise is allowed for 30 days in a calendar year.

**NUISANCE**

- Home occupations shall keep noise, dust, odors, vibration or light to levels that do not interfere with neighboring property owners' enjoyment of life.



## Larimer County Land Use Code

### Home Occupations, Section 4.3.10.B

## Community Development Division

200 W. Oak Street  
3<sup>rd</sup> Floor  
Fort Collins, CO 80521

### GLOSSARY OF TERMS

#### VEHICLE REPAIR

**NOT ALLOWED** as a home occupation.

The repair and maintenance of automobiles, motorcycles, trucks, trailers, recreational vehicles, or similar vehicles including but not limited to engine, body, fender, muffler, or upholstery work, oil change and lubrication, painting, tire service and sales, or installation of equipment.

#### RETAIL SALES EVENT

An event for the purpose of selling, to the ultimate consumer, goods produced by a home occupation on the premises.

#### CRAFT

An item, not mass-produced, made largely by hand and supplementary tools, by an artist or craftsman.

#### TRADE USE

A business or occupation requiring specialized training in a manual or mechanical skill, including but not limited to carpentry; plumbing; heating; ventilation and air conditioning; furniture upholstery; and machine shops.

#### OUTDOOR STORAGE

A facility where goods are kept in an unenclosed area

Effective May 23, 2011, a Public Site Plan application is required when a home occupation exceeds what is allowed by right. During the Public Site Plan process the applicant must demonstrate that the proposed use complies with the review criteria in Section 6.2 of the Land Use Code.

### 2. PUBLIC SITE PLAN REVIEW CRITERIA

Larimer County Land Use Code - Section 4.3.10.B

Effective May 23, 2011, a Public Site Plan Review is required when a home occupation meets any of the following criteria:

- Home occupation requires outdoor storage (maximum 800 sq ft)
- Home occupation exceeds 800 sq ft (maximum 1200 sq ft)

#### POTENTIAL IMPACTS

- The Public Site Plan process will address potential impacts certain home occupations will have on the land, environment and surrounding properties.

#### CONDITIONS

- Conditions may be imposed to insure the proposed use will not exceed air, water, odor, or noise standards established by county, state or federal regulations.

#### OUTDOOR STORAGE

- Outdoor storage will be allowed if it does not exceed a maximum of 800 square feet of area and will be effectively screened from surrounding properties and public roads.
- Outdoor storage is calculated separately from the square footage used by the home occupation.

#### TYPES OF STORAGE

- Materials, parts
- Vehicles associated with the business
- Tools, equipment
- Finished product
- Merchandise display is **not** considered storage

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

The Larimer County Business and Enterprise web site offers resources, information and links to support your business. [www.lcbe.org](http://www.lcbe.org)



Community Development Division  
 P.O. Box 1190  
 200 W. Oak Street, 3<sup>rd</sup> 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
<input type="text"/>	<input type="text"/>
Business Name	Email Address
<input type="text"/>	<input type="text"/>

Description of the Home Occupation (feel free to attach additional pages or a site map if needed)

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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? _____
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### ACKNOWLEDGEMENT

**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. **It is your responsibility to ensure that you are in compliance with the agencies' regulations.**
  - ✓ \_\_\_ 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.

<b>Property Owner's Signature(s)</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### County Planning Staff Use Only:

Received by \_\_\_\_\_ Date: \_\_\_\_\_

**\*Receipt of this form by Larimer County does not constitute review or approval.**

# 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><a href="#">Fort Collins Office</a></u> 1525 Blue Spruce Dr. Fort Collins, CO 80524 (970) 498-6700	<u><a href="#">Loveland Office</a></u> 205 E. Sixth Street Loveland, CO 80537 (970) 679-4580	<u><a href="#">Estes Park Office</a></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>