



## HOME OCCUPATION PERMIT APPLICATION

PERMIT #: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE ANSWER ALL QUESTIONS. INCOMPLETE INFORMATION COULD DELAY APPROVAL  
**Non-refundable Inspection Fee: \$100**

**Name of Business:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Applicant's Physical Address:** \_\_\_\_\_

**Describe the proposed home occupation business and the type of work/activities that will be conducted in the house:** \_\_\_\_\_  
\_\_\_\_\_

1. Including yourself, how many employees working in the home occupation are residents of the home?  
\_\_\_\_\_
2. What equipment and/or materials will be used at home in connection with home occupation? (Please list all tools, products, chemicals and inventory) \_\_\_\_\_  
\_\_\_\_\_
3. Where will you store and/or use equipment and/or materials within the interior of the residence? (Excluding garage, accessory structures, and yard areas per SMC 20.03.020((B)(2)) \_\_\_\_\_  
\_\_\_\_\_
4. Will the use of equipment at home result in any noise, vibration, odor or other neighborhood impacts? \_\_\_\_\_  
\_\_\_\_\_
5. How many trips to the house will clients or deliveries generate per day? \_\_\_\_\_
6. What room(s) or area of the house will be used for the home occupation? \_\_\_\_\_  
\_\_\_\_\_
7. What are the dimensions of the space(s) or room(s) that will be used for the home occupation business?  
Feet \_\_\_\_\_ by Feet \_\_\_\_\_

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### STAFF ONLY

Property Owner: Parcel # \_\_\_\_\_ Zoning: \_\_\_\_\_

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Planner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HOME OCCUPATION PERMIT STANDARDS

All Home Occupation businesses shall comply with the following section of the zoning ordinance (Title 20, Sparks Municipal Code), which governs the operation of the home occupation in the City of Sparks. All home occupations must comply with the standards listed in the ordinance and no Home Occupation Permit will be issued for any business which, in the opinion of the zoning administrator, would violate any of these conditions. If the administrator determines that the holder of a Home Occupation Permit is violating any of these conditions, he may revoke the permit upon ten (10) day written notice. City staff may inspect the residence prior to or after the issuance of the Home Occupation Permit.

### 20.03.020 Home Occupations

#### **A. Applicability**

This section applies to any Home Occupation.

#### **B. Standards**

1. The home occupation shall be operated entirely within a dwelling unit by a person or persons residing in the dwelling unit as a clearly secondary and incidental use of the dwelling for residential purposes. The home occupation must not change the residential character of the dwelling unit.
2. There shall be no use of any garage, accessory building, yard space or any activity outside the living area of the residence in association with the home occupation.
3. Not more than 20% of the living area of the residence shall be used for the home occupation.
4. The home occupation may include storage for stock-in-trade, supplies, or goods included in the maximum area allowed in subsection 3 above. Areas used for storage shall not be visible from outside of the dwelling unit.
5. Up to 5 client visits or service deliveries to the home occupation are allowed per day between the hours of 7:00 a.m. and 8:00 p.m.
6. Not more than 1 vehicle, not exceeding 10,000 pounds GVWR ton in capacity with commercial advertising displayed, shall be kept at the residence.
7. There shall be no indication of the home occupation on the exterior of the premises.  
\*unless required by state or federal law or regulation. The applicant bears the burden of demonstrating that this exception applies to the proposed home occupation.
8. There shall be no manufacturing, processing, or similar activity on the premises that generates noise, odor, dust, vibration, fumes, smoke, electrical interference or other interference with adjacent properties.
9. The home occupation shall not be operated without the written consent of the owner of the real property.
10. No employees of the business shall be allowed to report for duty either at or near the residence.
11. The business use(s) of the residence shall be limited to the use(s) described in the home occupation permit application as submitted and approved.
12. Only one (1) home occupation permit may be issued for any dwelling unit at any time. An accessory dwelling unit is not a separate dwelling unit for the purpose of this section.

#### **C. Home Occupation Permit**

1. **Permit Required.** A person desiring to conduct a home occupation shall complete a Home Occupation Permit application. No permit application shall be accepted or reviewed until the applicant has first applied for a city business license under Title 5 of this code.
2. **Permit Application Review Procedure.** The Administrator shall review the completed permit application, conduct a site visit, and take one of the following actions:
  - a. Issue a Home Occupation Permit if the information contained on the completed permit application clearly indicates all of the standards will be met; or
  - b. Provide written notice to the applicant that the home occupation permit is denied if the information contained on the completed permit application indicates that one or more of the conditions contained in subsection B of this section will not be met.
3. **Revocation.** The Administrator may revoke the Home Occupation Permit if:
  - a. The applicant provides materially false information in the Home Occupation Permit application;
  - b. The applicant violates any standard provided in this section; or
  - c. In any twelve-month period, two (2) or more notices of violation for any violation(s) of this Code are issued to the property on which the home occupation is conducted.

## HOME OCCUPATION PERMIT STANDARDS

I have read the Home Occupation standards and understand that I must meet and comply to Home Occupation standards. I certify that the information contained in the application is true and correct to the best of my knowledge:

**Applicant's Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

### CONSENT OF PROPERTY OWNER:

Property Owner Name:\_\_\_\_\_ Phone #:\_\_\_\_\_

Owner's Address:\_\_\_\_\_ City:\_\_\_\_\_ State:\_\_\_\_\_ Zip Code:\_\_\_\_\_

Under the penalty of perjury I, \_\_\_\_\_, declare that I am the ☐ owner ☐ owner'  
agent of the property identified above, and that the information presented in this application is factual to the be  
of my knowledge.

**Signature of Owner/Agent:**\_\_\_\_\_ **Date:**\_\_\_\_\_