



**APPLICATION  
HOME OCCUPATION**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS OF HOME OCCUPATION**

\_\_\_\_\_  
**BUSINESS NAME**

\_\_\_\_\_  
**MAIL ADDRESS**

\_\_\_\_\_  
**TELEPHONE NUMBER**

\_\_\_\_\_  
**FAX NUMBER**

\_\_\_\_\_  
**CELL NUMBER**

\_\_\_\_\_  
**E-MAIL ADDRESS**

1. How many people will work with the business? \_\_\_\_\_
2. Do any employees not reside at the location of the business? \_\_\_\_\_
3. What is the total square footage of the home where the business is located? \_\_\_\_\_
4. What is the square footage of garage or other accessory buildings on the property? \_\_\_\_\_  
\_\_\_\_\_
5. Where will the business operations occur, i.e. house, storage in garage, etc. , and how much area will be used for the business (approximate amount of square feet)  
\_\_\_\_\_
6. Does any storage of materials occur outside the home? If so, approximately how much of the yard is used for this purpose? \_\_\_\_\_
7. Do you intend to do any remodeling either to the interior or the exterior of the home to accommodate the business? (If yes, please provide details of the work.)  
\_\_\_\_\_
8. How many daily deliveries of materials to your home do you anticipate?  
\_\_\_\_\_ Daily      \_\_\_\_\_ Weekly

Updated: Feb 28, 2014

9. What type of vehicles will be making deliveries:

Passenger Vehicle or Van

Standard size pick-up truck

Common Carrier such as United Parcel Service or United States Post Office

Other (Please provide details)\_\_\_\_\_

10. Please describe the nature of your business such as whether it is office, sales of merchandise, etc. If you sell merchandise, where is the point of sale and how are items delivered to customers?

\_\_\_\_\_  
\_\_\_\_\_

11. Briefly describe whether you anticipate people coming to your home as part of the normal operations of your business and the average number of clients or visitors you anticipate on a weekly basis or daily basis. It is helpful to provide an idea of how many people will be visiting at one time and how many hours per day you expect visitors or appointments. As an example: I will have 3 clients per day at 1 hour per time, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. What type of materials and equipment are used with your business\_\_\_\_\_

\_\_\_\_\_

13. How many parking spaces are located on your property? (On-street parking spaces shall not be included.)\_\_\_\_\_

By signing below I certify that the above statements are true and correct to the best of my knowledge and understand that any misrepresentation of information may be grounds for revocation of any permits issued for my home business.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## 070.040.100 Home Occupations.

(a) Intent. The City of Glenwood Springs recognizes the desire or need of some residents to use their homes for business activities. Benefits of this practice include promoting economic development, allowing parents the ability to work while staying home to care for their children, reducing pollution and congestion related to commuting, and efficient use of the City's limited land supply. At the same time, it is important to protect the character of neighborhoods in residential zone districts from adverse impacts associated with business activities. The intent of these home occupation requirements is to provide a framework identifying the type and level of business activity considered acceptable in a residence.

Additional purposes of this Section are as follows:

- (1) To carry out the goals, policies and plans of the City as adopted by the Planning Commission and the City Council;
- (2) To separate incompatible uses and densities of use so as to avoid negative impacts of uses on each other;
- (3) To conserve the character of the city and its several neighborhoods;
- (4) To lessen the burden of commuter traffic on streets and highways; and
- (5) To promote economic development in the city by providing opportunities for small businesses.

(b) Applicability. The requirements of this section shall apply to any business, occupation, or commercial activity undertaken for compensation within a residence in a residential zone district.

(c) Definitions. As used in this Section, the following terms shall have these meanings ascribed to them:

**Home occupation** means a business, occupation, or activity undertaken for compensation within a residence in a residential zone district and that is incidental to the use of that structure as a dwelling unit.

**Home occupation, major** means any home occupation which is not a minor home occupation.

**Home occupation, minor** means a home occupation meeting the requirements of Subsections 070.040.100(e) through 070.040.100(f).

**Home office** means a type of minor home occupation in which the on-site work for compensation is undertaken solely in an office setting, including, but not limited to, receiving or initiating correspondence, such as phone calls, mail, faxes, or email; preparing or maintaining business records and reports; word and data processing; computer and internet use; and telecommuting. A home office does not include signage or client or off-site employee visits to the premises of the home occupation.

**Kennel** means a facility where the training, grooming, or boarding of dogs, cats, or other animals is conducted as a business.

**Off-site employee** means an employee, coworker, or business partner that does not reside on the property where the home occupation is located.

**Pet animal breeding operation** means a property which produces more than the following number of pet animal offspring for sale in a calendar year: 1 litter of dogs; 1 litter of cats; 200 mice, gerbils, hamsters, or rats; 65 guinea pigs; OR, 30 birds. If the number of offspring of any one species produced on the property qualifies for this designation, it shall apply to the breeding of all pet animals on the property, regardless of species. Limits for animal species not included in this list

shall be as set by the State Department of Agriculture Animal Industry Division for its pet animal care facilities license. Refer to Section 100.020.020 regarding permissible numbers of rabbits.

(d) Application requirements.

(1) Permit required. All home occupations shall require a home occupation permit from the Community Development Director. This permit shall only be issued after the home occupation has been approved in accordance with this section and shall specify any terms or conditions of the permit. The applicant shall submit the application on the form provided by the Community Development Director and shall pay the application fee set by City Council resolution. The Director may require submittal of such additional information as is deemed necessary to demonstrate compliance with the requirements of this Section.

(2) Exceptions.

- a. A home occupation meeting the definition of a “home office” and meeting all requirements applicable to a minor home occupation, as listed in Subsections 070.040.100(e) through 070.040.100(f), shall be exempt from the requirement to obtain a home occupation permit.
- b. The rearing of pet animal offspring within a home with the intention of selling the offspring shall be exempt from these requirements where the number of offspring of any one species produced on the property within a calendar year is no more than the number listed within the definition of a pet animal breeding operation. This exception from the home occupation requirements shall not infer an exemption from the animal control and maintenance requirements in Article 100.020 nor from the business licensing requirements in Title 050.
- c. Business gatherings of up to 10 people shall be exempt from obtaining a home occupation permit provided that they occur on no more than three days per calendar year per property. Examples include product sales parties, classes, and meetings related to a business activity.

(e) All home occupations, requirements for. Applicants for both major and minor home occupations shall demonstrate that the following requirements are met:

- (1) Resident operated. The home occupation is conducted by a resident of the property.
- (2) Exterior storage. The home occupation shall not involve the exterior storage of materials or equipment related to the home occupation.
- (3) Floor area. The home occupation does not use more than thirty percent (30%) of the total floor area of the dwelling and all accessory buildings.
- (4) Vehicles. The home occupation shall be limited to the parking/storage of one vehicle associated with the home occupation on the property or nearby streets. This vehicle may be a pickup truck or van of up to one-and-a-half ton capacity or a personal passenger vehicle, such as a sedan or sports utility vehicle. The parking/storage of vehicles on the property or nearby streets containing or intended to transport hazardous or explosive materials such as gasoline, oil, oxygen tanks, or contaminated water is prohibited. The parking/storage on the property or nearby streets of construction vehicles and equipment, including but not limited to, excavators, graders, rollers, and trailers, is also prohibited.
- (5) Noise, odor, and other impacts. The home occupation shall not:
  - a. Generate any vibrations, heat, glare, dust, odors, or smoke discernible at the property lines;
  - b. Generate any offensive noise discernible at the property line from 8 a.m. to 6 p.m.;
  - c. Generate any noise discernible at the property lines from 6 p.m. to 8 a.m.; or

- d. Create any electrical, magnetic or other interference off the premises.
  - e. In the event that the home occupation will occur in a multi-family dwelling, the above requirements ((5)a through (5)d) shall apply at the walls of the unit rather than at the property line.
- (6) Signage. Signage shall be limited to that which is allowed under Article 070.060. Window display of materials or advertising related to the business other than one sign meeting the requirements of Article 070.060 is prohibited.
- (7) Business license. The applicant shall obtain a business license from the City if applicable.
- (8) Deliveries. Delivery vehicles used to deliver to or pick up goods from the home occupation are limited to passenger vehicles, mail carriers, and express carriers such as UPS.
- (9) A home occupation shall not be interpreted to include the following uses. Some of these uses are regulated by other sections of the Municipal Code; others have associated impacts which are inappropriate in a home occupation setting and are prohibited.
- a. Kennels, veterinary clinics, pet animal breeding operations;
  - b. Medical clinics, dental clinics, hospitals;
  - c. Restaurants, clubs, drinking establishments;
  - d. Motor or recreational vehicle repair, storage, rental, painting, or wrecking;
  - e. Adult entertainment establishments;
  - f. Undertaking or funeral parlors;
  - g. Day care (See Sections 070.040.030 for allowed uses by zone district, 070.010.010 for definitions, 070.040.040 for special review requirements, and Subsections 070.050.060(b)(11) and (12) for parking requirements);
  - h. Bed and breakfasts (See Sections 070.040.030 for allowed uses by zone district, 070.040.040 for special review requirements, and Subsection 070.050.060(b)(9) for parking requirements), rooming or boarding houses;
  - i. Yard or garage sales (See Article 050.030 for long-term or recurrent yard or garage sales requirements);
  - j. Group homes, personal care boarding homes (See Sections 070.040.030 for allowed uses by zone district, 070.040.040 for special review requirements, and Subsections 070.050.060(b)(10) and 070.050.060(d)(17) for parking requirements);
  - k. Medical marijuana business;
  - l. On-site retail sales of items made or produced off-site; or
  - m. Retail marijuana establishment. (A 20-13, §2)

(A 6-11 §2)

(f) Minor home occupations, additional requirements for. In addition to the requirements listed in paragraph (e) above, applicants for minor home occupations shall demonstrate that the following requirements are met:

- (1) Client and employee visits. Visits by clients and off-site employees to the premises of the minor home occupation shall be limited to the hours of 8 a.m. to 6 p.m. The home occupation shall not generate more than a combined total of six (6) client/off-site employee visits per day and a combined total of no more than two (2) clients or off-site employees shall be present on the premises at any one time.

- (2) Utilities and municipal services. The minor home occupation shall not cause a demand upon public utilities or other municipal services different from or in excess of that which is typically associated with a residence.
  - (3) Building and fire codes. The minor home occupation shall not implicate building or fire code requirements in excess of those applicable to exclusively residential occupancies. No structural additions to the home shall be required to accommodate the home occupation. The home occupation shall not use and/or store hazardous materials or flammable or combustible liquids in excess of quantities permitted in residential structures or typically found in a residence. The applicant shall make available to the Fire Department for review material safety data sheets and quantities which pertain to all potentially toxic and/or combustible materials associated with the use.
- (g) Major home occupations, additional requirements for. Unless a home occupation meets all of the requirements listed under paragraph (f) above, it shall be classified as a major home occupation and shall be subject to the following requirements in addition to those listed in paragraph (e):
- (1) Residential character. The major home occupation shall be clearly incidental and secondary to the use of the property for residential purposes, shall not change the residential character of the property, and shall not create the appearance or impact of commercial activity to the surrounding neighborhood. No structural or decorative additions shall be allowed to accommodate the major home occupation that will alter the residential character of the home or otherwise be incompatible with surrounding residences.
  - (2) Visits by clients and off-site employees to the premises of the major home occupation shall be limited to the hours from 8 a.m. to 6 p.m. unless otherwise specified in the approved permit. More restrictive hours of operation may be required as a condition of approval to ensure compatibility with the requirements of this Section. Longer hours of operation may be granted in the approved permit if it is determined that the hours are compatible with the requirements of this section.
  - (3) The major home occupation shall not adversely affect traffic flow and parking in the neighborhood. Off-street parking shall be provided to accommodate any parking impacts beyond what would be expected for a minor home occupation.
  - (4) Building and fire codes. The structures housing the major home occupation shall meet any additional building or fire code requirements that are implicated by the use. Major home occupations which implicate a change in building code occupancy, increased fire separation, changes to fire sprinkler systems, or electrical wiring with a capacity exceeding that of a typical single-family home shall not be permitted.
  - (5) Utilities. If the major home occupation will cause a demand upon public utilities or other municipal services in excess of that which is normally required for residential purposes, system improvement fees shall be assessed at a rate consistent with Article 080.060. Costs associated with any utility service or line extension upgrade shall be borne by the applicant.
- (h) Special use permit. In most residential zone districts, a minor home occupation is a permitted use that may be administratively approved, while a major home occupation is a special review use requiring public review. In certain planned unit developments, all home occupations require special review. Refer to the zone district requirements in Section 070.040.030 or planned unit development zoning documents to determine if special review is required. See Section 070.040.040 for special review requirements if applicable.

(i) Appeals. Appeals of administrative decisions may be made in accordance with Section 070.010.050.  
(Ad. 07-2010, §2)