



City of Flagstaff

Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

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www.flagstaff.az.gov



Date Received		Application for Home Occupation Permit		Permit Number
Business Name			City License #	
Applicant	Title	Phone	Email	
Mailing Address			City, State, Zip	
Site Address (including suite #)			City, State, Zip	
Parcel Number(s)		Zoning District		
Please describe the nature of the business				
Type of materials or equipment used				
<p>Home Occupations - Section 10-40.60.180 (Home Occupations) of the Flagstaff Zoning Code:</p> <p>The City of Flagstaff Zoning Code allows certain businesses to be conducted from residential properties. The standards set forth in Section 10-40.60.180 (Home Occupations) of the Zoning Code are intended to ensure the compatibility of a home-based business with the residential character of the neighborhood. The home-based business must be accessory or incidental to the residential use of the main building and is to be conducted in such a manner that the average neighbor would not be aware of the existence of the business.</p> <p>Note: The submittal of an application for a Home Occupation permit shall not be considered authorization to commence the use of a residence for a home occupation until this permit has been approved in writing. Please read the provisions governing home occupations applicable to residential districts established in Section 10-40.60.180 (Home Occupations) of the Zoning Code, which are summarized on the reverse side of this form.</p> <p>_____ (Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect the approved home occupation approved under this permit.</p> <p>Note: Applications which are incomplete or not accompanied by the required information will not be accepted.</p>				
Applicant Signature:			Date:	
For City Use				
Received By:			Fee Receipt #:	
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No		Staff Initial:	Date Approved:	

See reverse side for additional information

Home Occupation Permit Review Process:

1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached.
2. An applicant for a home occupation permit may receive clarification from the City of how it is interpreting Section 10-40.60.180 (Home Occupations) of the Zoning Code.

Standards and Requirements from Section 10-40.60.180 (Home Occupations) of the Zoning Code:

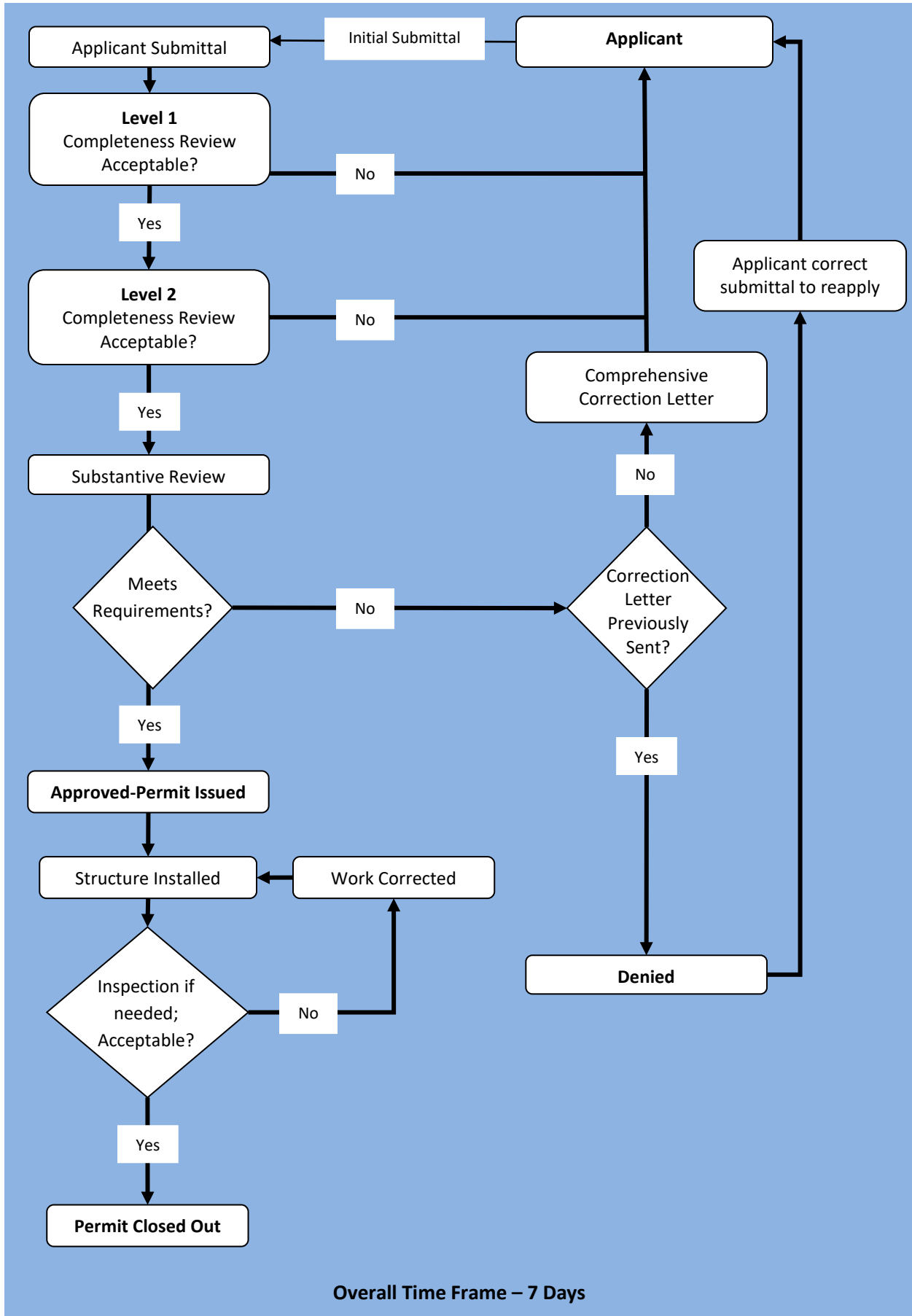
1. The use of a dwelling for a home occupation shall be compatible with the residential character of the dwelling or the neighborhood.
2. The home occupation shall be conducted only inside the dwelling or inside an accessory building or garage.
3. The business shall only be conducted by a resident or residents of the dwelling with no more than one outside employee coming to the residence.
4. No more than 20 percent of the total floor area of the dwelling shall be used for the home occupation.
5. No stock, goods, and/or materials shall be displayed or sold at the location of the home occupation, provided this provision shall not be interpreted to prevent pick up of orders made either through the telephone or at sales meetings outside of the dwelling in which the home occupation is located.
6. No outdoor display or storage of materials, goods, supplies, or equipment shall be permitted in connection with a home occupation.
7. Signs shall be used in compliance with Division 10-50.100 (Sign Standards).
8. No more than two home occupations shall be carried on in a single residence, provided that together they do not exceed the 20 percent area limitation in Subsection D above, or violate any other conditions specified in this Section.
9. The home occupation shall not be conducted in such a manner or advertised in such a way as to generate more pedestrian or vehicular traffic than typical for the zone within which it is located.
10. A home occupation shall not utilize flammable liquids or hazardous materials in quantities not customary to a residential use, in compliance with the adopted City Fire Code and Building Code.
11. The home occupation shall not create any radio, television, computer or power line interference, or noise audible beyond the boundaries of the site.
12. No more than one motor vehicle, or vehicle-trailer combination, not exceeding a gross vehicle weight rating (GVWR) of 14,000 pounds shall be stored at a residence and/or used in connection with a home occupation.
13. A home occupation requires the issuance of a Home Occupation Permit in compliance with Section 10-20.40.070 (Home Occupation Permit) prior to commencement of the home occupation.
14. Any change in use of a home occupation, or if the applicant/permit holder of a home occupation no longer resides in the home where the home occupation permit was originally issued, will result in the automatic termination of the home occupation. A new owner of a home occupation or a change in use of a previously approved home occupation will require the issuance of a new Home Occupation Permit and a new Privilege License from the City prior to commencement of the home occupation.

HOME OCCUPATION PERMIT

Administrative and Substantive Review Process

ADMINISTRATIVE REVIEW
Level 1 – 1 Day; Level 2 – 2

SUBSTANTIVE REVIEW
4 Days



Overall Time Frame – 7 Days