



# HOME OCCUPATION PERMIT APPLICATION

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

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

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

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

Applicant's Physical Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Describe the proposed home occupation business below:

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

1. How many people, including yourself, will be employed or assist with home occupation, either on-site or off-site? \_\_\_\_\_
2. How many employees or assistants are residents of the premises? \_\_\_\_\_
3. How many employees or assistants will report to job site elsewhere? \_\_\_\_\_
4. What days of the week and hours of the day will you devote to home occupations?  
Days: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_
5. What equipment and/or materials will be used at home in connection with home occupation?  
(Please list all tools, products, chemicals and inventory)  
\_\_\_\_\_  
\_\_\_\_\_
6. What equipment and/or materials will be used on a job site elsewhere?  
\_\_\_\_\_
7. Where will you store the equipment and/or materials when not being used? \_\_\_\_\_
8. Will the use of equipment at home result in any noise, vibration, odor or other nuisance? \_\_\_\_\_
9. What kind of traffic (Vehicular or pedestrian) will result from the home occupation? Please describe in detail, including vehicles to be used, by whom and for what purpose:  
\_\_\_\_\_  
\_\_\_\_\_
10. Approximately how many round-trips per week will the home occupation generate? \_\_\_\_\_
11. What hours of the day will the round trip occur? \_\_\_\_\_
12. Please explain why you propose to use your home for this activity rather than a non-residential site? \_\_\_\_\_
13. What room(s) of the house will be used for the home occupation? \_\_\_\_\_
14. What are the dimensions of the space(s) that will be used? \_\_\_\_\_ Feet by \_\_\_\_\_ Feet
15. Will the home occupation activity or equipment occupy a parking space on the property? \_\_\_\_\_  
If Yes, How many spaces? \_\_\_\_\_

## 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 five client visits or service deliveries to the home occupation are allowed per day.
6. Not more than one 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 federal regulation. Demonstration of this requirement is necessary for the City to permit indication on the exterior of the home occupation.
8. There shall be no manufacturing, processing, or similar activity on the premises which 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.

**NOTE: PLEASE BE ADVISED SIGNS ARE NOT ALLOWED ON RESIDENTIAL PROPERTIES**

**I have read the above 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's agent of the property identified above, and that the information presented in this application is factual to the best of my knowledge.

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