



Community Development Division
P.O. Box 1190
200 W. Oak Street, 3rd Floor
Fort Collins, CO 80521
970-498-7679
poc@co.larimer.co.us

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

Business Name

Email Address

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

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?

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 Article 3.4.7.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.

Property Owner's Signature(s)

Date

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)

Home Occupation

1. Where Permitted

- a. Home occupations are allowed in all zoning districts either by right or by administrative special review as identified in Table 3-17.
- b. Any property owner who establishes a home occupation is encouraged, but not required to complete and sign a Home Occupation Registration Certificate prior to operation.

Table 3-17: Accessory Home Occupations

| Classification | Max Indoor DU Space (SF GFA) [1]; Max SF | Max Outdoor Storage (SF) | Max Vehicle Trips/Day [2] | Permit Required |
|----------------|--|--------------------------|---------------------------|-----------------------|
| Limited | Up to 50%; not to exceed 800 [3] | 1 vehicle [4] | 10 | None |
| Large | Between 800 and 1,200 [3] | 800 [5] | 10 | Admin. Special Review |

Notes:

[1] Total GFA includes basement and attached garage. Home occupation may be located in the attached garage.

[2] Associated with the home occupation. Retail sales events are not included. A vehicle trip is defined as a one-way vehicle movement from origin to destination; therefore, both the entrance and the exit of a vehicle from the site would be counted for a total of two trips.

[3] Located inside dwelling, attached garage, and detached accessory building.

[4] Licensed as a passenger vehicle or light duty truck.

[5] Outdoor storage of materials, parts, vehicles, equipment, and finished product; shall be screened from surrounding properties and public roads.

2. Generally Applicable Standards

All home occupations shall meet the following criteria.

- a. The operator of the home occupation shall occupy the residential dwelling on the property as their primary dwelling unit.
- b. The home occupation shall be 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 may only be conducted 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 shall be provided on the site of the home occupation and located outside of required building setbacks.
- f. The home occupation shall not change the residential character of the lot or the exterior appearance of the dwelling.
- g. Retail sales of merchandise not produced on-site shall only occur as part of a service provided by the home occupation. For example, a hair cutting service can sell hair care products associated with the service, but only at the time of service.

- h. On-site retail sales of products produced on-site shall only occur at an allowed on-site sales event.
- i. On-site sales events shall be limited to 30 events in a calendar year and shall only include products produced on-site.
- j. Customers frequenting the home occupation by a method other than a motor vehicle shall be considered the same as a vehicle trip and count against the max allowed number of vehicle trips per day.
- k. Noise, fumes, dust, odors, or light generated as a result of the home occupation shall not exceed the County's established standards when measured at the property line.

3. Prohibited Home Occupations

The following uses are specifically prohibited as home occupations: lodging facilities, adult uses, vehicle repair including auto body or paint shops, assembly uses, general industrial uses, hazardous material storage and/or processing, flea markets, general retail, rentals of any kind, junkyards, shooting ranges, solid waste disposal or transfer centers, uses prohibited by state or federal law, value-added agriculture, uses classified as hazardous waste generators under state or federal legislation, outdoor storage of recreational vehicles, boats and other large items, and retail marijuana establishments.

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) 498-7660
- **Larimer County Department of Health and Environment**

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| <u>Fort Collins Office</u> 1525 Blue Spruce Dr. Fort Collins, CO 80524 (970) 498-6700 | <u>Loveland Office</u> 205 E. Sixth Street Loveland, CO 80537 (970) 679-4580 | <u>Estes Park Office</u> 1601 Brodie Avenue Estes Park, CO 80517 (970)-577-2050 |
|--|---|--|
- **Your local Fire District or Department**
- **For general information regarding opening a business in Larimer County**
<http://www.larimer.org/info/business.htm>