



A Community of Excellence

Development Services

Department

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Home Occupation Guidelines

1. A Business License is required for all home-based businesses.
2. A home occupation use may only be conducted within the dwelling unit or an accessory structure and must be incidental to the principal use of the dwelling unit for residential purposes.
3. Other than family members residing within the dwelling unit, there shall be no more than one full-time employee working at a home occupation.
4. There shall be no signs, display of merchandise or products in trade, outdoor storage of materials or any other exterior indication of a home occupation.
5. A home occupation use shall not produce noise, odors, vibrations, glare, dust, fumes or electrical interference.
6. The use and/or storage of any flammable or toxic chemicals except for normal household usage, is prohibited.
7. A home occupation use shall not generate vehicular or truck traffic in greater volume than normally expected in the residential district.
8. All parking for the home occupation use shall be on-site and comply with LDC Article 4.2: Off-Street Parking and Loading Regulations.
9. At no time shall the property in which a home occupation use is located be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.
10. All home-based businesses shall complete a Wastewater Questionnaire.

Business Licenses are reviewed on a case to case basis. If there are any questions regarding the type of business proposed within a dwelling unit, please call Development Services at 480-503-6700.

Home Occupation Questionnaire

1. Is the business conducted within your dwelling unit or accessory structure? ☐ Yes ☐ No If no, please explain why: _____
2. Are you the sole employee of this business? ☐ Yes ☐ No If no, how many employees do you have? _____
3. What are your hours of Operations? _____
4. How many deliveries do you receive on a weekly basis? None 1-2 3-4 5-10 10+
5. How many employees come to your residence and how often? _____
How many of these employees reside at this address? _____
6. How many customers come to your residence and how often? _____
7. If you are conducting a Daycare, How many children will you provide care for? _____
8. Any business handling firearms needs to provide a copy of license through the Department of the Treasury – Bureau of Alcohol, Tobacco and Firearms at the time of submittal.

I certify that I have read the above "Home Occupation Guidelines" and completed the "Home Occupation Questionnaire" to the best of my knowledge and if I am in contravention of any of the above guidelines, I may jeopardize my right to operate my Home Occupation business. Any person found to be in violation of this code sections is responsible for a civil violation subject to the penalty provisions in Land Development Code Section 5.1205 including provisions governing habitual offenders. Each day a violation continues shall constitute a separate civil offense.

Signed: _____ Date: _____