



CITY OF BOULDER CITY

Community Development Dept.
401 California Avenue
Boulder City, Nevada 89005
702.293.9282
WEBSITE: bcnv.org

APPLICATION FOR HOME OCCUPATION PERMIT MEETING THE CRITERIA OF SECTION 11-29-5 OF THE BOULDER CITY CODE

Home Occupations are permitted in all the Residential and Mobile Home zones, but not the RV zone. **INSTRUCTIONS:** Please read and address the attached criteria for all home occupations in Boulder City (on back side of this form) and submit the required information (see below).

If your proposed business is not prohibited and does meet all of these criteria, complete the front and back side of this application and provide the required information. You may then submit this completed application and information to the Community Development Department. (You will **ALSO** need to separately apply for a Business License through the Business License Office and submit their paperwork to that office.)

If your proposed business is not prohibited but does not meet all of these criteria, you have the option of applying to the Planning Commission for approval. Contact the City Planner in the Community Development Department regarding this option. If approved by the Planning Commission, you may then submit this form and proceed to apply for a Business License.

Notes: 1) It may take up to ten (10) business days to process a request. 2) The private instruction of up to two (2) students at a time is exempt from a Business License and Home Occupation Permit (City Code Section 4-1-10.C).

Information to be completed by applicant (PLEASE PRINT):

Your Name:		Email:	
Business Name:		Phone No.:	
Type of Business:			
Residence Address:			
Mailing Address:			

For the Residence Address:

Is this the address at which you presently live? Check: Yes No

Are you the legal owner of this property? Check: Yes No

Submit the following information with your completed application:

- A detailed written description of the business (one page maximum) for which you would like a home occupation permit and business license.** If your business utilizes any of the materials listed in Criterion D (back side of form), list them in your description and describe where they are stored. Your application may be delayed if staff determines that additional information is required.
- A letter of permission from the property owner, if you are not the owner of the property where you live and intend to operate this business. (Mobile Home Parks where lots are rented: a letter is needed from the Park owner or manager.)

I understand the conditions for operating a Home Occupation in Boulder City and do hereby affirm that the information submitted in and with this application is true and correct, and acknowledge that misrepresentation or failure to reveal information requested may be deemed sufficient cause for disapproval of this application or revocation of a Home Occupation Permit and Business License.

Signature:		Date:	
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EXCERPTS OF BOULDER CITY CODE (as per latest amendment Ord. 1522, eff. 09-18-2014):

Section 11-29-5 CRITERIA:

Before a Home Occupation Permit is approved, the applicant shall show that the following conditions will be met. **Applicant must initial all conditions below and sign the front side of this application, in addition to providing the required written information listed on the front side of this application.**

Initial Each Below		Code Criteria / Conditions
Does Comply (* or NA)	Does Not Comply	(* If the criterion is "NA – Not Applicable" to your business, initial the box for "Does Comply" with the criterion.)
		A. Any visitation by clients or customers to the premises shall be by appointment only. <i>(For the home office of a legal professional or licensed massage technician, no customers or clients may come to the premises; City Code Sections 11-29-3.D & E.)</i>
		B. The home occupation shall be clearly incidental and secondary to the use of the property for residential purposes.
		C. The home occupation shall be carried on without tangible evidence of same being apparent to the particular neighborhood.
		D. The home occupation shall not be detrimental in any way to public health, safety and welfare or injurious to the neighborhood in which the property in question is located. The home occupation shall not create excessive noise, dust, light, glare, vibration, gas, fumes, toxic/hazardous materials, smoke, electrical interference or other hazards or nuisances, or cause a change in the fire safety or occupancy classification of the dwelling unit. No compressed gases, flammable/combustible liquids, and/or toxic/hazardous materials (paints, chemicals, etc.) related to the home occupation shall be located and/or stored on the premises except for normal amounts used for residential purposes.
		E. No one other than a resident of the dwelling shall be employed onsite or report to work at the site in the conduct of a home occupation. This prohibition shall also apply to independent contractors.
		F. The home occupation shall not involve the use of more than one truck or vehicle, or any vehicle over 10,000 pounds gross unloaded weight, coming to or being parked or stored on the premises.
		G. The home occupation shall only be conducted in one room of the house or accessory building. There shall be no outdoor storage of any kind related to the home occupation.
		H. There shall be no advertising on the premises.
		I. The home occupation shall increase vehicular traffic flow and parking by no more than one additional vehicle at a time. Traffic from delivery vehicles shall not be significantly in excess of the normal amount associated with residential uses in the area.

Section 11-29-2. CONDITIONAL USES: Music, dance or other private school instruction of 3 or more students at a time. (Only in R1 zones. Requires a Conditional Use Permit; contact Community Development Dept. for application.)

Section 11-29-3. USES THAT ARE PROHIBITED: Auto repair, minor or major; Barber or beauty shops; Carpentry work; Dental offices or medical offices, excluding the office of a licensed massage technician where no customers or clients come to the premises; Lawyer's offices, excluding the business office of a legal professional where no customers or clients come to the premises; Painting of vehicles, trailers or boats; Photo developing involving chemicals; Radio repair or television repair; Upholstering; Adult uses and businesses; Businesses utilizing explosives, gun powder, ammunition or weapons, except businesses for the training in the use of weapons at an approved off-site facility; Commercial food preparation, excluding a cottage food operation as permitted per NRS Chapter 446; Live broadcasting via internet; Other businesses dissimilar to and inconsistent with the stated purpose of this Chapter.

COMMUNITY DEVELOPMENT STAFF ONLY	Zone:	Correct zone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
MUNIS Application No.:		Approved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed/Title:		Date:	
If Applicable, PC Action/Date:			

(For staff disapproval, submit statement of reason to Business License Office and send letter with reasons to applicant as per Section 11-29-4.C of the City Code.)

HOME OCCUPATION PERMIT APPLICATION – DESCRIPTION OF BUSINESS

You may use this sheet to provide the required description of your business.

Alternatively, you may also submit your own letter describing the business instead of using this form.

1. Describe your business here:

2. Will customers be coming to your home? (Yes or No)

3. Does the business utilize any of the potentially hazardous materials noted in Section D of the home occupation criteria (back side of application form) in amounts that are greater than normal amounts used for residential purposes? (Yes or No)

If the answer to 3 above is yes, note the type and quantity of those materials here and where they will be stored.