

**APPLICATION FOR HOME OCCUPATION PERMIT**  
City of Caldwell Planning and Zoning Department  
621 E. Cleveland Blvd., Caldwell, ID 83605  
(208) 455-3021

A. I, \_\_\_\_\_ am applying for a Home Occupation Permit for one (1) of the following allowed home occupations. This application is valid for 60 days only from the date of submittal. The date of application submittal is: \_\_\_\_\_ (to be completed by Staff).

**Check one of the following:** (sale or assembly of firearms is not an allowed use)

- Barber/Beauty Shop:** Establishments where services are provided for hairdressing, but which may also offer tanning beds, facials, manicures, pedicures, massages and the like.
- Bed and Breakfast:** An owner-occupied facility providing overnight accommodations and food service to guests, for a fee. No more than ten (10) guestrooms are allowed. No cooking shall be allowed in guestrooms and food shall be provided to guests. Bath facilities shall be shared by no more than two (2) guestrooms and one off-street parking space for each guestroom and employee shall be provided and maintained by the owner of the facility.
- Home and Business Services:** Recurrently needed services for residences and/or businesses. Services can include photocopying and small print shops, cleaning services, and the like.
- Office – Business, Professional:** A room or group of rooms used for conducting the affairs of a business, profession, service, industry, or government and generally furnished with desks, tables, files, and communication equipment.
- Office – Medical, Dental:** A room or group of rooms used for conducting the affairs of a physically or mentally-related medical or dental profession, service or industry and generally furnished with desks, tables, files, and communication equipment.
- Photographic Studio:** An establishment for taking or developing photographs on-site for a fee or compensation.
- Studio – Art, Dance, Music, Voice (Five children or less):** An establishment that provides instruction or lessons in art, dance, music or voice in a group setting. One of the requirements to qualify as a home occupation is that there be no more than five (5) children at any one given time in the studio, who do not normally reside in the home.
- Therapy, Rehabilitation:** A facility that provides either short-term or long-term, in-patient or out-patient care, treatment, and/or rehabilitation services for persons recovering from illness, disease, or injury who do not require continued hospitalization.

**B. I certify that my home occupation meets the definition as listed above. I understand that if, upon inspection, City staff determines that my business does not meet the qualifications of a home occupation, does not meet any of the requirements of City code or does not meet the definition as listed above, then I will not be issued a Home Occupation Permit and I will not be authorized to legally open for business.**

\_\_\_\_\_  
Signature of Applicant and Resident

\_\_\_\_\_  
Date

**C. Applicant and Site Information:**

Applicant and Resident Name: \_\_\_\_\_

Applicant and Resident Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Applicant and Resident Phone: \_\_\_\_\_ Applicant and Resident Email: \_\_\_\_\_

Address of Home Occupation Site: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
(Applicant address and home occupation address must be the same.)

**D. Acknowledgement of Home Occupation Ordinance City of Caldwell Code Section 10-02-09**

Applicant's  
Initials

- \_\_\_ 1. It shall be unlawful for any person to engage in a home occupation, as defined in Section 10-03-11 of Chapter 10 of Caldwell City Code, within the City of Caldwell, without having first received a Home Occupation Permit from the City Planning and Zoning Department.
- \_\_\_ 2. Application for a home occupation permit shall be in writing, signed by the applicant, upon application forms furnished by the City Planning and Zoning Department.
- \_\_\_ 3. The initial permit fee imposed and collected shall be as set by City Council. A home occupation permit shall not be transferable from one individual or property owner to another nor shall said permit be transferable from one site to another but shall be valid only for the site to which it was issued AND the individual to whom it was issued. In the event of a change of site or change of individual, application for a new home occupation permit shall be required.
- \_\_\_ 4. The home occupation is clearly incidental and secondary to the use of the dwelling. The only uses that may be allowed as a home occupation in any zoning district shall be those that list footnote 2 as shown in Section 10-02-02, Table 1 (Land Use Schedule). (The allowed uses are also listed above under item A of this application on page 1.)
- \_\_\_ 5. The home occupation is conducted within the dwelling and is carried on by the inhabitants of the dwelling. The inhabitants of the dwelling do not need to be the dwelling owners, but they must be occupying the dwelling. There may be one (1) individual (paid or unpaid) allowed to participate in the operations of the home occupation, along with the dwelling inhabitant(s), who is not an inhabitant of the dwelling. No one else outside of the dwelling unit shall be allowed to participate in the operations of the home occupation other than the one (1) individual described above.

- \_\_\_ 6. No article shall be sold or offered for sale on the premises or property, except such as is produced by the inhabitant in the dwelling. Any illegal articles or goods sold or offered for sale on the premises such as stolen property or any form of contraband shall be strictly prohibited.
- \_\_\_ 7. The home occupation shall not change the character of the dwelling or adversely affect the uses permitted in the zoning districts. No activity shall indicate from the exterior that the dwelling is being used in whole or in part for any purpose other than that of a dwelling. This includes any on-street parking by any individual other than a current resident of the subject home as a result of the home occupation. More than one home occupation may be permitted per dwelling.
- \_\_\_ 8. The home occupation does not and shall not utilize any on-street parking.
- \_\_\_ 9. Not more than one-fourth (1/4) of the gross area of the dwelling shall be used, as a whole, for all home occupations contained within the dwelling, with the following stipulations:
- a. Garages, whether detached or attached, shall not be included in the calculation of the gross area of the main floor, they shall not count as the one-fourth (1/4) area that may be used for the home occupation, and they shall not be used for the home occupation.
  - b. Bathrooms, hallways, and kitchens shall be included in the calculation of the gross of the main floor of the dwelling and may be used by the home occupation. However, the use of bathrooms, hallways, and kitchens by the home occupation shall not count towards or against the one-fourth (1/4) allowed, useable gross area of the main floor.
- \_\_\_ 10. All parking resulting from the operation of the home occupation shall be located on site of the dwelling in a designated parking area, such as a driveway – not on the public street or public street right-of-way or in the front yard or front yard setback area.
- \_\_\_ 11. The only signage permitted is one name-plate sign that does not exceed three (3) square feet in area, is unlighted, and is attached flush to the house.
- \_\_\_ 12. No portion of any garage or accessory building shall be occupied by a home occupation, except that storage of merchandise, goods, and/or equipment may be permitted in these areas with the consent of the fire department.
- \_\_\_ 13. Hazardous materials shall not be stored in any quantity exceeding a one-day supply and shall comply with International Fire and Building Code for residential occupancy.
- \_\_\_ 14. There shall be no commodities sold, or services rendered, that require receipt and delivery of merchandise, goods, or equipment by anything other than a passenger vehicle or mail delivery vehicles.
- \_\_\_ 15. There shall be no outdoor display of goods or outside storage or equipment or materials used in the home occupation.
- \_\_\_ 16. Dimensions, power rating or weight of equipment and tools used in the conduct of the home occupation shall not exceed that of normal household equipment and tools.
- \_\_\_ 17. A departmental inspection conducted by the Planning and Zoning Department shall be required, and the applicant shall pass said inspection, prior to issuance of a home occupation permit. All applicable codes must be met to obtain a home occupation permit.
- \_\_\_ 18. An application requesting a home occupation permit shall be valid for sixty (60) days from the date of submittal to the Planning and Zoning Department. If inspections are not completed and passed and a subsequent permit issued within the sixty-day timeframe, the submitted application shall become null and void and another application will need to be submitted and applicable fees will need to be paid with the new application, as well as all new inspections and applicable

background checks. Applications may be withdrawn by the applicant at any time during the process. A fifty percent (50%) refund of the application fee shall be issued for any applications withdrawn within ten (10) days of submittal; otherwise there shall be no application fee refund. Inspection fees shall only be refunded provided no inspections have taken place prior to the withdrawal request. If any inspection has taken place prior to the withdrawal request, then there shall be no refund issued for any inspection fees.

19. A home occupation permit shall be subject to scheduled or unscheduled random inspections at any time for compliance with all federal, state and city codes and regulations. A home occupation permit shall be revoked at any time, other than annual inspections, by the Planning and Zoning Director or his/her authorized designee if it is determined that any condition of the home occupation or any other City laws, ordinances or statutes is being violated. Prior to any revocation, the applicant shall be afforded thirty (30) days after the date of notification of non-compliance to become compliant. Additionally, prior to any revocation, the applicant shall be afforded an opportunity for a public hearing before the Council to be conducted as per the process outlined in Section 10-03-03(2) of City Code; said hearing must be requested within seven (7) days of receipt of a Notice of Intent to revoke a home occupation permit. Failure to come into compliance within thirty (30) days of the notification of non-compliance and failure to request such a hearing, as described above, will result in immediate revocation of the home occupation permit.

20. In cases of paragraph (4)C of Section 10-02-09 which prohibits any illegal articles or goods to be sold or offered for sale on the property such as stolen property or contraband, and/or where the person(s) has had revocation of a home occupation permit initiated based on a violation of paragraph (4)C hereof, the City Council may, at the request of the Chief of Police, invoke a civil penalty of up to two thousand dollars (\$2,000); provided, the person(s) being assessed is given a hearing before the Council concerning the facts of the case. Any fines derived from these penalties will be placed in a dedicated fund to be used to fund drug prevention programs.

21. All home occupation permits, including those in existence prior to and upon the effective date of this ordinance, shall be subject to scheduled or unscheduled annual inspections for compliance and renewal by the Planning and Zoning Department and permits shall be renewed subject to passing of all city-required inspections. Permits shall be compliant with all federal, state and city codes and regulations in place at the time of inspection. Permits found to be non-compliant upon annual inspection shall not be renewed but shall be revoked by the Planning and Zoning Director or his/her authorized designee if compliance isn't accomplished within thirty (30) days of notification of non-compliance. The Planning and Zoning fee for the annual renewal of home occupation permits, as well as any applicable inspection fees, shall be paid upon submittal of the renewal application and shall be the amount set forth by City Council through resolution.

**E. Questions/Information Regarding the Home Occupation:**

1. Total Gross Square Footage of the House (do not include any garages or outbuildings in the total gross square footage): \_\_\_\_\_
2. List the rooms that will be used for the Home Occupation: \_\_\_\_\_  
\_\_\_\_\_
3. Total Square Footage of the rooms that will be used for the Home Occupation, but exclude the square footage of any bathrooms, hallways or kitchens, even if they are being used for the Home Occupation: \_\_\_\_\_
4. Will there be storage of any merchandise, goods, and/or equipment anywhere on the site? Yes\_\_\_\_ No\_\_\_\_ If "yes", where will the storage take place? \_\_\_\_\_
5. Will there be storage of any hazardous materials on site? Yes\_\_\_\_ No\_\_\_\_ If "yes", where will the storage of hazardous materials take place and how much will be stored? \_\_\_\_\_

6. Will there be production of any merchandise on site that will then be offered for sale on site? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", what is the merchandise to be produced and sold on site? \_\_\_\_\_
7. List the name of the one individual, if there is one, who will assist with the Home Occupation but does not reside in the dwelling: \_\_\_\_\_
8. The only signage permitted is a name-plate sign that can't exceed 3 square feet in area, is unlighted and is attached flush to the home. Will you be utilizing such a sign? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "yes", please show the location and wording of the sign on the Site Plan.

**F. Attachments: The following attachments MUST accompany this application or the application will not be accepted by the Planning and Zoning Department:**

Applicant Initials	P&Z Verified	
_____	_____	1. Site Plan – one 8 ½ x 11 <ul style="list-style-type: none"> <li>- Show dimensions of the house</li> <li>- Show square footages and dimensions of every single room and space in the house, as well as labeling all rooms and spaces</li> <li>- Indicate with a large "X" each and every room and space that will be utilized for the home occupation.</li> <li>- Show the property lines and the dimensions of the property lines</li> <li>- Show the driveway with dimensions</li> <li>- Show and label the street on which the house fronts</li> <li>- Show offstreet parking provided if you have an employee</li> <li>- Show nameplate sign if using one</li> </ul>
_____	_____	2. Certificate of Appropriateness – Steunenberg Residential Historic only.
_____	_____	3. Application Fee of \$57.00 (checks payable to City of Caldwell). DO NOT MAIL CASH. CASH PAYMENTS MUST BE MADE IN PERSON AND MUST BE MADE WITH EXACT CHANGE.

**G. Signature:**

**I acknowledge that I am the applicant and resident listed on this application. I further acknowledge that I have read, understand and will comply with all the standards, terms and requirements listed in this application and in City Code. I understand that non-compliance of any standards, terms or requirements of City Code may lead to revocation of my Home Occupation permit.**

\_\_\_\_\_  
Signature of Applicant and Resident

\_\_\_\_\_  
Date