



PLANNING & DEVELOPMENT SERVICES  
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Pocatello, Idaho 83205-4169  
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### HOME OCCUPATION LICENSE APPLICATION

**Fee: \$30.00**

License #: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Name(s): \_\_\_\_\_

Complete Address/Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADDRESS SHOWN ABOVE PRIOR TO COMMENCING OPERATION OF YOUR HOME OCCUPATION. YOU MUST INFORM THE CITY IMMEDIATELY IF YOU DISCONTINUE THIS BUSINESS.

Please provide a description of home occupation (include basic operational details): \_\_\_\_\_

1. Will the home occupation create odors or emissions of any type? Yes  No
2. Will the home occupation employ individuals who do not permanently live at this address? Yes  No
3. Will this home occupation result in the modification of the exterior appearance of the dwelling? Yes  No   
If yes, please explain: \_\_\_\_\_

4. Will business-related vehicles be kept at or near this address? Yes  No 
  - a. Will any vehicular signage display your home address? Yes  No
  - b. Are any of these vehicles over 8' in width, 21'6" in length, or 9' in height? Yes  No
  - c. Please provide the license number, classification, and gross weight for each vehicle: \_\_\_\_\_

5. Will any materials/assets/inventory be displayed or stored outdoors? Yes  No 
  - a. If so, will they be fully fenced and screened from view? Yes  No
6. Will any hazardous, flammable, or explosive materials be used or stored at this address? Yes  No
7. Will your business require on-site signage? Yes  No 
  - a. Do you understand that signage associated with home occupations cannot exceed two square feet in size, must be flat-mounted on the dwelling itself, and cannot be illuminated? Yes  No

In addition to the terms of the Zoning Ordinance, the City of Pocatello has additional licensing procedures for certain occupations (i.e., daycares, private detective agencies/security guards). Contact the Licensing Enforcement Officer at 208-234-6285, who can provide additional licensing information for such occupations.

**I HAVE READ THE ZONING CODE EXCERPTS (ON THE REVERSE SIDE OF THIS FORM) WHICH PERTAIN TO THE OPERATION OF HOME BUSINESSES IN POCATELLO. I AGREE TO ADHERE TO EACH STANDARD. I UNDERSTAND THAT CIRCUMVENTION OF ZONING RESTRICTIONS WITHIN A RESIDENTIAL DISTRICT IS IN VIOLATION OF MUNICIPAL CODE AND COULD RESULT IN A MISDEMEANOR CONVICTION. I CERTIFY THAT I HAVE ANSWERED THE ABOVE QUESTIONS FULLY AND TRUTHFULLY AND THAT I RESIDE AND WILL CONTINUE TO RESIDE AT THIS ADDRESS AS LONG AS MY HOME OCCUPATION IS CONDUCTED THERE.**

Applicant's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

17.01.150 Home Occupation – Definition. A use conducted entirely within an enclosed residential dwelling or accessory building on the same property as the residence, employing only the inhabitants thereof, which is clearly incidental and secondary to residential occupancy and does not change the character or use classification of the residential structure or area.

17.06.400(A) Home Occupations – Intent. The intent of this section is not to allow circumvention of zoning restrictions on commercial activity within a residential zoning district. Rather, the intent is to provide, under limited circumstances, for the additional use of residential properties for certain nonresidential activities. In general, a residential structure or accessory to the residential structure within a residential zoning district may be used for limited business purposes only if the premises are primarily a residence whose occupants are also conducting limited commercial activities at that location. The commercial activity must be such that it can be conducted without negatively impacting the health, safety or general welfare of the neighborhood, unduly increasing traffic or noise, substantially changing the residential character of a neighborhood. If the home occupation does not meet these general criteria and the standards set out below, the use is not permitted.

17.06.400(B) Home Occupations – Standards. Home occupations may be allowed in the residential district subject to the following conditions:

1. A Home Occupation Certificate must be filed with the Planning and Development Services Department.
2. The presence or pursuit of the home occupation shall not result in any nuisance condition or excessive noise, as defined by Municipal Code, nor shall the approval of a Home Occupation Certificate allow circumvention of any other City Codes.
3. All persons involved in carrying out the home occupation, whether family members, proprietors, partners, or co-equal shareholders, must have as their primary residence the same dwelling unit as that housing the home occupation, with no on-site assistance from other persons or employees. Employees who meet the business owner off-site to perform work-related activities shall be permitted, provided they do not come to the home.
4. The dwelling unit must be suitable for use for the home occupation without modifications except as specified hereafter. Remodeling or modification of any portion of the dwelling unit or accessory structure to be used in the course of the home occupation shall be prohibited if it would change the character, use, or occupancy classification of the dwelling as set forth in the currently adopted building code. Remodeling and modifications necessary to accommodate handicapped persons shall be allowed, provided applicable building permits have been issued.
5. No oversized vehicle as defined in Section 10.08.090, or any vehicle which by virtue of dimensions, gross vehicle weight or declared use is required by Idaho Code to display, or does display, commercial or apportioned registration plates, may be used or stored on-site or on-street in carrying out the home occupation.
6. No assets, inventory or raw materials used in a home occupation shall be displayed or stored outdoors. No hazardous materials, as determined by the Pocatello Fire Department, may be stored at the site of the home occupation.
7. Hours of operation shall be limited to no earlier than 6:30 AM and no later than 9:00 PM. Outdoor activities of the home occupation, if any, shall not be permitted earlier than 8:00 AM or later than 7:00 PM.
8. Sales and services to patrons shall be arranged by appointment and scheduled so that no more than one patron vehicle is on the premises at any one time.
9. Delivery vehicles must meet all truck route regulations of the Pocatello Municipal Code.

17.06.400(C) Home Occupations – Prohibited Uses. The following uses shall not be permitted as a home occupation: retail sales; auto repair; manufacturing; adult entertainment; and those of similar classification.

17.06.400(D) Home Occupations – Enforcement. In addition to the other remedies contained within this Title, any violation of the terms of an approved Home Occupation Certificate shall result in revocation of the certificate.

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Reviewed by Applicant Initials: \_\_\_\_\_ Dated: \_\_\_\_\_

Reviewed by P&DS Staff Initials: \_\_\_\_\_ Copy with License sent to Applicant on: \_\_\_\_\_ By: \_\_\_\_\_