



Home Occupation Certification

New Business ☐ Address Change ☐ Name Change

Applicant's Contact Information

Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Physical Address (location of home occupation): _____

Contact Telephone: _____ Alternative Telephone _____

Email: _____

Home Occupation Information

Business Name: _____

Description of Proposed Home Occupation: _____

Home Occupation's Web Site: _____

I am a resident of the property described above and owner of the business described above. My signature here and my initials on each item on the Home Occupation Checklist indicate that I have read, understand, and will comply with the standards for home occupations adopted in Sections 5.2.040 and 17.20.7.070 of the Official Code of the City of Great Falls, MT. I further understand that any and all representations I have made on this application and the accompanying checklist are binding and that any misrepresentation of the use I propose or any violation of the standards for home occupations may result in an inspection, the revocation of this permit, and other enforcement actions, as provided by 5.1.080, 5.1.090 and 17.16.46.010-130 of the Official Code of the City of Great Falls, MT.

(Applicant's signature)

(Date)

Office Use Only

I have reviewed this application and the accompanying materials and find:

That it complies with the applicable requirements of the Official Code of the City of Great Falls, MT and is hereby approved with the conditions if any listed on the attachment.

(Signature of PCD Director or designee)

(Date)

That it fails to comply with the applicable requirements of the Official Code of the City of Great Falls, MT and is hereby denied.

(Signature of PCD Director or designee)

(Date)

Receipt #: _____ Received By: _____ Date: _____ Amount: _____

Type of Payment: ☐ Cash ☐ Check# _____ ☐ Credit Card

License #: _____

Fee Schedule

New Issuance/Address: \$100.00

Renewals: \$35.00

Form Creation Date: 3/11/2026

A Floor Plan showing the portion of the dwelling that will be used for the home occupation must be included. If the proposed home occupation is in accessory building a sit plan is required.

Place a North arrow in this circle >>

Floor or Site Plan



Home Occupation Checklist

Please read & initial each line: your business must meet the following requirements:

5.02.040 HOME OCCUPATION REQUIREMENTS. Home occupations may be permitted wherein the use meets the following requirements and the applicant provides proof of such:

- ☐ **A. Appearance.** The activity must be conducted in a manner so as not to give an outward appearance nor manifest any characteristics of a business in the ordinary meaning of the terms, nor shall it create undue amounts of traffic which would infringe upon the right of neighboring residents to enjoy the peaceful occupancy of their home.
 - ☐ **B. Employees.** That portion of the home occupation conducted at the dwelling unit must be carried on by at least one resident of the dwelling unit. In addition, non-resident employees are permitted where the aggregate hours worked by the non-resident employees do not exceed forty hours per week and when no more than two employees are present at one time, are permitted.
 - ☐ **C. Location.** For home occupations in which services are rendered at the customer's location, the use of the dwelling unit shall be limited to the office portion of the business.
 - ☐ **D. Secondary Use.** The home occupation must be incidental and secondary to the use of the dwelling unit as a residence.
 - ☐ **E. Area.** A maximum of thirty percent (30 %) of the dwelling may be dedicated to the home occupation.
 - ☐ **F. Exterior Use.** No exterior storage of material, or equipment or any variation from the residential character of the principle building shall be permitted.
 - ☐ **G. Noise, etc.** No offensive noise, vibration, smoke, dust, odor, heat or glare shall be produced by the Home Occupation activities permitted by the Certificate.
 - ☐ **H. Delivery.** No material or commodities shall be delivered to or from the residence which are of such bulk or quantity as to create undesirable traffic or congestion.
 - ☐ **I. Weight.** No materials or commodities shall be placed within the building which exceeds the allowable floor loading of forty pounds per square foot.
 - ☐ **J. Parking.** No parking of customer's vehicles shall be permitted in a manner or frequency so as to cause a disturbance or inconvenience to neighboring residents or so as to necessitate off-street parking. Business vehicles shall not exceed one ton rated capacity, shall not utilize on-street parking, and shall be parked on the premises identified in the Home Occupation Certificate.
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☐ **K. Sign.** No exterior sign or display shall be permitted, except for one (1) non-illuminated name plate, or Home Occupation sign. Signs for Home Occupations allowed in residential homes are allowed one (1) non-illuminated sign, no larger than six (6) square feet in area per face and six (6) feet in height. Signs must be placed a minimum of twelve (12) feet from the back of the curb, and in compliance with 17.32.160.

☐ **L. Garage.** The home occupation cannot be conducted upon the area provided to fulfill the off-street parking requirements for the dwelling unit on the lot, including but not limited to garage space. (Ord. 3168, 2017)

17.20.7.70 Home Occupation – Land Development Code

☐ **A. Validity of use.** The individual primarily responsible for the home occupation must reside in a dwelling unit on the parcel.

☐ **B. Location and Space Limitation.** The home occupation shall occur entirely within the dwelling unit and space specifically designated for use of the home occupation shall occupy no more than 30 percent of the total floor area.

☐ **C. Employees.** No more than 1 nonresident employee may work on the property at a time. (Note: There is no restriction on the number of people that may be employed and that work off-site.)

☐ **D. Exterior character of the dwelling unit.** The exterior character of the dwelling unit shall not be substantially altered to accommodate the home occupation.

☐ **E. Storage of materials.** Exterior storage of materials or equipment is prohibited.

☐ **F. Signs.** Signage for home occupations must conform to the requirements in section 17.60.2.020(K) of Chapter 60 of this Title. (Ord. 2950, 2007)

☐ **G. Retail sales.** The indoor display or retail sales of those products manufactured or otherwise made on the premises are permitted. All other on-site sales are prohibited.

☐ **H. Limitations on business vehicles.** No vehicle used for the home occupation shall exceed a one-ton rate capacity. No more than one such vehicle shall be parked on the site.

☐ **I. Prohibited uses.** The following uses do not qualify as a home occupation: Veterinary Services, Medical Offices, Animal Boarding or Grooming, Barber, Hair Care, Restaurant, Vehicle Repair, or any other similar high traffic generation activity.
