



Planning & Zoning Department

Home Occupation Registration

Staff Use Only

Project Name: _____ File Number: **HOR** - ____ - 20____

Zoning Agent Signature: _____ Date: _____

Nonrefundable Fee: **\$100.00**

Please provide the following required documentation to complete the application. Applications should be submitted through the Citizen Self Service (CSS) portal online. Instructions can be found on our website cityofnampa.us/255/Planning-Zoning under the *Apply for a Planning Permit* link.

✓	Description
	A scale drawing of the site showing where within the dwelling the home occupation will take place.
	Signed & Notarized Affidavit of Legal Interest. Form must be completed by the legal owner (if the owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)
	A detailed statement describing the nature of the proposed Home Occupation, including type of business, equipment used, operating hours (hours per day, and days per week), and average daily number of people that will be coming to your home for your home occupation.
	Associated fees
	Master Application form

Is this application a Code Enforcement action? ☐ Yes ☐ No

Please Answer the Following Questions:

Yes	No	
		Is the home occupation clearly incidental and secondary to the use of the property for dwelling purposes? (Applicant must be able to provide proof of residence for the above address)
		Will the home occupation be conducted entirely within the dwelling, garage, or within an accessory structure beside or behind the dwelling? (The Home occupation shall not exceed twenty-five percent (25%) of the gross floor area of the dwelling unit involved. See NCC Section 10-1-10.B.6 for exceptions.)
		Do you propose to have an employee? (No outside paid employees are permitted, except in short- term instances when the resident operator must temporarily be away from home.)
		Will you have a sign? (Only a non-illuminated nameplate less than two (2) square feet in area is permitted)
		Will the home occupation cause abnormal automotive or pedestrian traffic? (Vehicular or pedestrian traffic shall not be generated in volumes beyond that normal to the use in the zoning district in which the home occupation is located. If additional parking is needed it shall be met off-street and not in the landscaped front yard).
		Will the home occupation cause any unsightliness or emission of odor, dust, smoke, noise, glare, heat, vibration or similar disturbances to the outside of the dwelling or accessory building used for the home occupation? (No equipment or process shall be used which creates noise, vibration, glare, fumes, and/or odors in excess of those created by normal residential use. Home occupations involving storage of flammable or combustible materials shall conform to the adopted International Fire Code.)
		Will the activity of the home occupation change the residential character of the dwelling? <i>(The building must retain the appearance of residential use in terms of operating characteristics and cannot destroy the residential character of the neighborhood).</i>

NOTICE: See NCC Section 10-1-10 for all applicable regulations pertaining to Home Occupations.

It is the intent of the home occupation ordinance that full scale commercial or professional type operations that would change the appearance or condition of a residence and/or be detrimental to neighborhood character, and would ordinarily be conducted in a commercial or industrial district, continue to be conducted in such district and not at, or from, residential property/dwelling unit. **The following businesses, if proposed to be conducted on residential property as home occupations, shall require conditional use approval prior to their being permitted in any residential zoning district: gun related sales and services; major appliance repair; paint shops; welding; woodworking and cabinet shops; daycare home occupations in certain zones with seven (7) or more children (including the caregiver's if they are under 6 years of age); and any other use determined by the Planning Director to be similar to the aforementioned activities.**

****Acceptance by the City of this registration does not abrogate an applicant's need to comply with all other civil, local, state or federal agency laws, covenants or standards that may pertain to operation of a home based business.**

Please note the following additional regulations:

- **Storage and Display.** There is no outdoor display of goods or outside storage of equipment or materials used in the home occupation that would indicate from the exterior that the building is being used in whole or in part for any purpose other than residential use.
- **Commercial Vehicles.** Not more than one (1) commercial vehicle not to exceed fifteen thousand (15,000) GVWR, may/shall be kept by the operator of the home occupation on their residentially zoned property.
- **Yard Sales.** Infrequent yard sales (includes garage sales, moving sales, block sales, patio sales, flea markets, etc.) of short duration may occur in residential areas without compliance with standard number 3, provided the sales are conducted not more than three days at a time and no more frequently than once per calendar quarter. The seller shall not be in the business of selling the same or similar property as that which is offered for sale at the yard sale. All other home occupation standards shall be complied with.

Certification: I am aware of the standards and conditions under which my home occupation is allowed and that if any of the standards are violated I am guilty of a misdemeanor. I am aware that this statement of compliance is for the stated occupation and business and that if I change addresses, change occupations, or discontinue the occupations that this statement becomes invalid and another statement would need to be filed.

Signature: _____ Date: _____



City of Nampa

PLANNING and ZONING DEPARTMENT
500 12th Ave S. NAMPA, IDAHO 83651

OFFICE (208) 468-4430

AFFIDAVIT OF LEGAL INTEREST

STATE OF _____)
:SS
COUNTY OF _____)

- A. I, _____ (Owner's name), whose address is _____, being first duly sworn upon oath, depose and say that I am the owner of record of the property described on the attached application.
- B. I grant my permission to _____ (representative/applicant's name), whose address is _____, to submit the accompanying application pertaining to the property described on the attached application.
- C. I agree to indemnify, defend and hold the City of Nampa and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.

Dated this _____ day of _____, _____.

Owner's
Signature

SUBSCRIBED AND SWORN to before me the _____ day of _____, _____.

Notary Public for Idaho
Commission Expires: _____



Planning & Zoning Department

Master Application

Staff Use Only

Project Name: _____

File Number: _____

Related Applications: _____

Type of Application

- | | |
|--|--|
| ☐ Accessory Structure | ☐ Legal Nonconforming Use |
| ☐ Annexation/Pre-Annexation
(This will include a zone designation) | ☐ Planned Unit Development/MPC |
| ☐ Appeal | ☐ Subdivision |
| ☐ Design Review | ☐ Short |
| ☐ Comprehensive Plan Amendment | ☐ Preliminary |
| ☐ Conditional Use Permit | ☐ Final |
| ☐ Multi-Family Housing | ☐ Condo |
| ☐ Development Agreement | ☐ Temporary Use Permit |
| ☐ Modification | ☐ Fireworks Stand |
| ☐ Home Occupation | ☐ Vacation |
| ☐ Daycare (# of children _____) | ☐ Variance |
| ☐ Kennel License | ☐ Staff Level |
| ☐ Commercial | ☐ Zoning Map/Ordinance Amendment (Rezone)
(Not needed for an annexation) |
| ☐ Mobile Home Park | ☐ Other: _____ |

You must attach any corresponding checklists with your application or it will not be accepted

Applicant name: _____ Phone: _____

Applicant address: _____ Email: _____

City: _____ State: _____ Zip: _____

Interest in property: ☐ Own ☐ Rent ☐ Other: _____

Owner name: _____ Phone: _____

Owner address: _____ Email: _____

City: _____ State: _____ Zip: _____

Contractor name (e.g., engineer, planner, architect): _____

Firm name: _____ Phone: _____

Contractor address: _____ Email: _____

City: _____ State: _____ Zip: _____

Subject Property Information

Address: _____

Parcel number(s): _____ Total acreage: _____ Zoning: _____

Type of proposed use: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

Project/Subdivision name: _____

Description of proposed project/request: _____

Proposed zoning: _____ Acres of each proposed zone: _____

Development Project Information (if applicable)

Lot Type	Number of Lots	Acres
Residential		
Commercial		
Industrial		
Total common area		
Internal roadways	Provide acres only	
Frontage ROW to be dedicated	Provide acres only, if applicable	
Total		

Development Project Information (if applicable)

Minimum residential lot size (s.f.): _____ Maximum residential lot size (s.f.): _____

Gross density: _____ (# of lots divided by gross plat/parcel area)

Subdivision qualified open space: _____ % of gross area _____ acres

Type of dwelling proposed: ☐ Single-family detached ☐ Single-family attached (townhouse)
☐ Duplex ☐ Multi-family ☐ Condo ☐ Other: _____**Commercial / Industrial / Multi-Family Project Information (if applicable)**

Min. sq. feet of structure: _____ Max building height: _____ Gross floor area: _____

Proposed number of residential (multi-family) units: _____

Total number of parking spaces provided : _____

Print applicant name: _____

Applicant signature: _____ Date: _____

City Staff

Received by: _____ Received date: _____