



HOME OCCUPATION PERMIT APPLICATION

TO BE COMPLETED BY APPLICANT
(ALL INFORMATION MUST BE PROVIDED)

- OFFICE USE ONLY -
Date Received: _____
<input type="checkbox"/> Approved
Date Issued: _____
<input type="checkbox"/> Denied
Date Denied: _____
Reason for denial: _____

This permit application is reviewed for completeness by the Planning and Community Development Department. Please review the application for required submittal documents and review procedures. If there are deficiencies in the permit application requirements, the applicant will be notified during the review process or upon completion of the initial review.

The review of this permit application will be based upon the City of Safford Municipal Code as well as all other associated Building Codes as adopted by the City of Safford, and any clarification on statutes, ordinances, codes or policy may be directed to the Planning and Community Development Department. The review of this application may take up to two to four weeks. Upon approval of this application, inspections may be required by the Planning and Community Development Department, Utility Department, Public Works Department, and/or Engineering Department and may be requested by the applicant at any time. By signing the permit, you are giving the City of Safford permission to conduct any and all inspections required. For questions or information concerning this application, please contact the Planning and Community Development Department at 928-432-4140.

If applicant wishes to appeal a denial of a permit, applicant may appeal to the City of Safford Board of Adjustments according to Section 17.88.030 of the City of Safford Municipal Code.

DATE OF APPLICATION _____

PROPERTY OWNER _____

BUSINESS OWNER _____

NAME OF BUSINESS _____

ADDRESS OF PROPOSED HOME OCCUPATION _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL ADDRESS _____

PHONE NUMBER _____

DESCRIPTION OF BUSINESS AND PROPOSED BUSINESS ACTIVITIES

SUBMITTAL REQUIREMENTS

Addressed	Not Addressed	
		1. Site Plan displaying the following:
		A. Parking
		1. State number of customers at peak operation hours.
		2. Parking associated with the home occupation shall occur on the home occupation site or on the street immediately in front of the home occupation residence and in no instance shall said parking obstruct residences adjacent to or nearby the home occupation site.
		B. Description of any proposed signage in accordance with Home occupation sign regulations:
		A sign identifying the name and occupation of the home occupation being conducted on the premises:
		1. Size. Shall not exceed two (2) square feet.
		2. The maximum height of a home occupation wall sign as measured from finished grade shall be six (6) feet.
		3. Other restrictions. May be displayed only on the wall of the premises of the home occupation which it identifies. Only one (1) non-illuminated sign may be displayed. The permit for any such sign shall be approved only after approval of the home occupation has been granted by the department.

THIS HOME APPLICATION MAY BE APPROVED BASE ON THE FOLLOWING CRITERIA:

- a. The home occupation is clearly incidental and subordinate to the residential use of the property;
- b. The home occupation contributes to the comfort, convenience or necessity of the occupants of the residence;
- c. The home occupation is located on the same lot or parcel as the residence with which it is associated;
- d. There is no nonresident employee working at the home occupation site;
- e. There is no outdoor storage of equipment, raw or finished goods or other material used in connection with the home occupation on the home occupation site;
- f. The home occupation site shall not be used for overnight parking; of customer's vehicles;
- g. The home occupation shall not generate traffic, parking, sewerage or water in excess of what is normal in the residential neighborhood;
- h. The home occupation shall not create a hazard to person or property, result in electrical interference, or produce offensive noise, vibration, smoke, dust, odors, heat or glare;
- i. The home occupation shall be conducted entirely indoors and it shall not change the outside appearance of the dwelling or negatively impact the residential character of the neighborhood or the health, safety or welfare of the neighbors;
- j. For the purpose of this regulation, the following uses shall not be considered valid home occupations: On-site vehicle repair, commercial warehousing or storage (indoor or

outdoor) or manufacturing of products using hazardous materials or equipment not typically found in a household setting;

- k. All activity related to the home occupation shall be limited to between the hours of eight a.m. and five p.m.;
- l. The operator of the home occupation shall obtain a business license from the city of Safford.

APPLICANT'S SIGNATURE: I hereby certify that I have read this application and state that the above information is correct and that I am the owner or duly authorized representative of the above mentioned property.

SIGNATURE: _____ DATE: _____

City of Safford Official: _____ **Date Issued:** _____

Additional Stipulations:
