



CURRENT PLANNING DIVISION

Civic Center • 500 East Third Street • Loveland, Colorado 80537
(970) 962-2525 or (970) 962-2523 • FAX (970) 962-2945 • TDD (970) 962-2620
www.cityofloveland.org

Revised May, 2006

REQUIREMENTS FOR CONDUCTING A MINOR HOME OCCUPATION

I. GENERAL REQUIREMENTS

A home occupation is defined as any activity undertaken for monetary gain within or associated with a dwelling unit in an R1e-Established Low Density Residential, R1- Developing Low Density Residential, R2 – Developing Two-Family Residential, R3e – Established High Density Residential, or R3 – Developing High Density Residential zoning district. The provisions for home occupations do not apply to property in a B Developing Business, Be- Established Business, I – Developing Industrial, or DR – Developing Resource zoning district. Home occupations are allowed in residential zoned districts in the City of Loveland subject to compliance with standards set forth in Chapter 18.48 of the Loveland Municipal code. A minor home occupation does not require a permit, but an application must be completed, signed by the person conducting the business, and submitted to the Loveland Current Planning Office.

II. PROHIBITED HOME OCCUPATIONS

The following uses, regardless of whether they meet the performance standards, are not permitted as a home occupation:

1. Veterinary offices or clinics, animal hospitals or kennels;
2. Equipment rental;
3. Funeral chapels, mortuaries or funeral homes;
4. Wedding chapels;
5. Repair of power equipment including lawn mowers, mow blowers, chain saws, string trimmers and the like;
6. Repair of large appliances including stoves, refrigerators, washers and dryers;
7. Repair or painting of automobiles, motorcycles, trailers, boats and other vehicles;
8. Medical or dental clinics;
9. Restaurants;
10. Welding or metal fabrication shops;
11. Dispatching of vehicles to and from residential premises. This prohibition includes, but is not limited to, taxi services, towing services, and the like; and
12. The sale of firearms.

III. MINOR HOME OCCUPATION

Any person wishing to establish a minor home occupation must complete and return to the Loveland Current Planning Office, at 500 East 3rd Street, the application included in this packet as **Attachment A**. There is no filing fee. Once the application is filed with the Development Center and signed by the applicant, the minor home occupation can commence. In signing the application, the applicant is certifying that the home occupation will be conducted in strict compliance with the following standards:

1. The home occupation must be conducted entirely within the dwelling unit or associated accessory building.
2. The person conducting the home occupation must reside on the premises on which the business operates.
3. The home occupation can occupy not more than twenty-five percent (25%) of the combined total floor area of the dwelling unit, and any accessory buildings, included but not limited to the basement, garage, and upper floors of the dwelling unit.
4. There can be no display, advertising, sign, or exterior activity that would in any way indicate that the property is being used for a home occupation. Except for boarding and rooming houses and bed and breakfast homes, no advertising or listings in business or telephone directories can list the address of the home occupation.
5. The home occupation cannot generate, in excess of levels customarily found in residential neighborhoods, any vibration, smoke, dust, odors, noise, electrical interference with radio or television transmission or reception, or heat or glare which is noticeable at or beyond the property line of the premises upon which the home occupation is located.
6. No additional off-street parking can be created on the premises for the home occupation.
7. No clients, pupils, or employee can be on the premises between the hours of 10:00 p.m. and 7:00 a.m., except clients of boarding and rooming houses and bed and breakfast homes.
8. There can be no deliveries to or from the premises with a vehicle longer than sixteen feet or rated over eight thousand gross vehicle weight (a standard United Parcel Service truck). Moving vans shall be permitted for the purpose of delivering or removing household or office furnishings.
9. No commercial vehicle can be used in conjunction with the home occupation. A commercial vehicle means a vehicle having a combined gross vehicle weight rating greater than 12,000 pounds designed for transportation of commodities, merchandise, produce, freight, animals or passengers, and operated in conjunction with a home occupation.
10. The operation of any wholesale or retail business is prohibited unless it is conducted entirely by mail (U.S. Postal Service, United Parcel Service, or the like), or sales are transacted on the premises no more than one time per calendar month (e.g., Tupperware parties). Incidental sales of products shall be permitted (e.g., hair care products sold in conjunction with a beauty salon, or instructional books sold in conjunction with music lessons).

11. No chemicals or substances which are physical or health hazards as defined in Article 80 of the latest version of the Uniform Fire Code as adopted by the City can be used, sold, or stored on the premises in conjunction with the home occupation.
12. The home occupation can not result in an increase in the life safety hazard rating of the site or buildings on the site as defined in the building code as adopted by the City.
13. The person conducting any home occupation involving the preparation, sale, or handling of foodstuffs must obtain approval from the Larimer County health Department prior to commencing business. Proof of health department approval must be furnished to the City with the application for a minor home occupation.
14. The allowance of home occupations is not intended nor shall it be construed to abrogate or otherwise modify other zoning restrictions, subdivision restrictions or covenants, or other restrictions that may apply to the premises.
15. Only persons who reside on the premises of the business can be employed in the conduct of the home occupation.
16. Neither direct sale nor display of products is permitted, although a person may pick up an order previously placed by telephone or off premises.
17. Business deliveries and business shipments cannot occur, on the average, more than once per month and deliveries and shipments can occur only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
18. No more than one client or pupil can be served at one time.
19. Boarding and rooming houses can rent rooms for residential purposes to not more than two persons per dwelling unit. Meals can be served only to those who reside within the dwelling unit.
20. Bed and breakfast homes can rent not more than two rooms to guests. Meals can be served only to those who reside within the dwelling unit and overnight guests.

APPLICATION SUBMITTAL REQUIREMENTS

1. A floor plan to scale of the structure indicating each area to be used by the proposed business. Label each room with (a) the existing use and (b) the proposed use indicating all window and door openings.
2. A site plan of the property which would indicate the structure and the location on the property.
3. List any equipment (if any) to be used in the operation of the proposed business.
4. Number of employees (if any).
5. Completed Applications for a Minor Home Occupation.

APPLICATION FOR A MINOR HOME OCCUPATION

City of Loveland Current Planning Division • 500 East Third St., Loveland, CO 80537 • (970) 962-2523

I. Home Occupation Site:

Property address _____

Legal description: _____

Owner's name: _____

Owner's address: _____

II. Home Occupation Use:

Name of business: _____

Business phone: _____

Business type & brief description _____

Number of persons, including applicant, working on site in home occupation:

III. Please read the following statements and check the "Yes" box to verify that you have read each statement and agree to operate the proposed home occupation in strict compliance with these requirements.

Yes

- The home occupation will be conducted entirely within the dwelling unit or associated accessory building.
- Only persons residing on the premise will be employed in the conduct of the home occupation.
- The home occupation will not occupy more than 25% of the total floor area of the dwelling unit and any accessory buildings, including but not limited to, the basement, garage, and upper floors of the dwelling unit.
- There will be no display, advertising, sign, exterior activity, exterior alteration of the dwelling unit, or other indication of a home occupation on the premises. No advertising or listing in business or telephone directories shall list the address of the home occupation, except for bed and breakfast homes and boarding and rooming houses.
- The home occupation will not generate any vibration, smoke, dust, odors, noise, electrical interference with radio or television transmission or reception, or heat or glare which is noticeable at or beyond the property line of the premises upon which the home occupation is located.

Yes

- No additional off-street parking will be created on the premises for the home occupation.
- No clients, pupils, or customers of the home occupation will be on the premises between the hours of 10:00 p.m. and 7:00 a.m., except clients of boarding and rooming houses and bed and breakfast homes. No more than one client, pupil, or customer will be served at one time.
- There will be no deliveries to or from the premises with a vehicle longer than 16 feet or rated over 8,000 gross vehicle weight except for moving vans used for the sole purpose of delivering household or office furniture. Business deliveries and business shipments will not occur more than once a month on the average and deliveries and shipments will occur only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
- No commercial vehicles will be used in conjunction with the home occupation.
- There will be no wholesale or retail business operated from the premises, unless it is conducted entirely by mail, such as U.S. Postal Service or United Parcel Service, or sales are transacted on the premises no more than one time per calendar month. This restriction on retail sales does not prohibit the incidental sales of products such as hair care products sold in conjunction with a beauty salon or instructional books sold in conjunction with music lessons.
- There will be no chemicals or substances used, sold, or stored on the premises which are physical or health hazards as defined in Article 80 of the latest version of the Uniform Fire Code as adopted by the City.
- The home occupation will not result in an increase in the life safety hazard rating of the premises or building as defined in the building code as adopted by the City.
- If the home occupation involves the preparation, sales, or handling of foodstuffs a permit has been obtained from the Larimer County Health Department and proof of Health Department approval has been provided to the City.

The following statements must be read and checked only if the proposed home occupation is a boarding or rooming house or a bed and breakfast home.

- The proposed boarding and rooming house will not rent rooms for residential purposes to more than two persons per dwelling unit and meals will be served to only those who reside within the dwelling unit or to overnight guests.
- The proposed bed and breakfast home will not rent more than two rooms to guests and meals will be served to only those who reside within the dwelling unit or to overnight guests.

By signing this application, I agree to operate and conduct the business described herein in accordance with the requirements established in the statements I have checked and all other information contained in this application form. I understand that if the proposed home occupation is not conducted in strict compliance with these requirements, then the business is not a minor home occupation and requires a different application and permit form the City prior to conducting the business from the premises.

Applicants signature: _____ Date: _____

Office use only

Application approved by: _____ Date: _____