



HOME OCCUPATION PERMIT APPLICATION

Please Print

Permit # \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please describe what business activities will take place at the residence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Have you applied for a Sparks Business License? Yes \_\_\_\_\_ NO \_\_\_\_\_

\*\*\*\*\*

CONSENT OF PROPERTY OWNER:

Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Under the penalty of perjury I, \_\_\_\_\_, declare that I am the  
 owner  owner's agent of the property identified above, and that the information presented in this  
application is factual to my knowledge.

Signature of Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Parcel # \_\_\_\_\_ Zoning: \_\_\_\_\_ Business License # \_\_\_\_\_

Staff comments: \_\_\_\_\_

\_\_\_\_\_

Action:  Approved  Denied  Recommend Special Use Permit Application

By: \_\_\_\_\_ Date: \_\_\_\_\_

Non-refundable Inspection Fee: \$100 (Effective March 1, 2006)

PLEASE RETURN TO:  
Sparks Community Services  
431 Prater Way  
Sparks, NV 89432

## HOME OCCUPATION PERMIT APPLICATION – PART II

The following section of the zoning ordinance (Title 20, Sparks Municipal Code) governs the operation of the home occupation in the City of Sparks. All home occupations must comply with the conditions listed in the ordinance and no Home Occupation Permit will be issued for any business which, in the opinion of the zoning administrator, would violate any of these conditions. If the administrator determines that the holder of a Home Occupation Permit is violating any of these conditions, he may revoke the permit upon ten (10) day written notice.

### 20.41.065 Home Occupations

- A. General. The conducting of a home occupation from a residence may be allowed in any residential areas by a home occupation permit and shall comply with the standards as provided herein.
- B. Standards. A home occupation shall comply with the following standards:
1. It shall be operated entirely within a dwelling unit by a person or persons residing in the dwelling unit as a clearly secondary and incidental use of such dwelling for residential purposes and must not change the residential character thereof.
  2. There shall be no use, including storage, of any accessory building, yard space or activity outside the main building not normally associated with residential use.
  3. Not more than one room or twenty percent of the floor space of the main floor, whichever is greater, shall be used for the home occupation.
  4. There shall not be a substantial amount of stock-in-trade, supplies, or goods stored within the area of the premises used for the home occupation.
  5. It shall not generate vehicular traffic measurably in excess of that normally associated with single-family residential use.
  6. Not more than one vehicle, not exceeding one ton in capacity with commercial advertising displayed thereon, shall be kept at the residence.
  7. There shall be no indication of the home occupation on the exterior of the premises.
  8. No exterior signs, nor other advertising, shall be used which informs the public of the address of the home occupation.
  9. There shall be no manufacturing, processing, or other similar activity on the premises which generates noise, odor, dust, vibration, fumes, smoke, electrical interference or other interference with adjacent properties.
  10. It shall not be operated without the permission of the owner of the real property.
  11. No employees of the business shall be allowed to report for duty either at or near the residence.
- C. Permit Application. A person desiring to conduct a home occupation shall complete a permit application on a form prepared by the administrator. The permit application shall also be signed by the owner of the property if he is not the same person as the applicant. No permit application shall be accepted or reviewed until the applicant has first filed for a city business license under Title 5 of this code.
- D. Permit Application Review Procedure. The administrator shall review the completed permit application and take one of the following actions:
1. Issue a home occupation permit if the information contained on the completed permit application clearly indicates that none of the conditions contained in subsection B of this section would be violated; or
  2. Request the applicant to apply for a special use permit if the information contained on the completed permit application indicates that one or more of the conditions contained in subsection B of this section may be violated.

(Ord 1826, 1994: Ord. 1799, 1993: Ord. 1325 § 40, 1981.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_