



HOME OCCUPATION

P.O. Box 2002
Buena Vista, CO 81211
719-395-8643
www.buenavistaco.gov

Project Address
Submit Date
Town Use Only

CONTACT INFORMATION

Applicant Name _____ Phone Number _____

Mailing Address _____ Email Address _____

Business Name _____ Property Owners Name _____

Applicant Physical Address _____

Owners Mailing Address _____ City, State, ZIP _____

Phone Number _____ Email Address _____

OPERATIONAL STANDARDS Sec 16-254 (1)

- 1) Business License #: _____ If you do not have obtained one, Please contact the Town Hall 719-395-8643
- 2) Type of Occupation/Business: _____
- 3) Is the Home Occupation incidental and secondary to the use: No Yes
- 4) Is the Home Occupation going to change the residential character of the dwelling: No Yes
- 5) Will there be any outdoor storage or display of goods, products, equipment or material outside of the structure? No Yes
- 6) Business will occupy % of the total gross floor area: Home Occupation Total Sqft: _____ / Total Sqft: _____ = _____%
Code Requirements: 25% or 500sqft Which ever is less
- 7) Signs Proposed? (If yes, Then a sign application needs to be pulled) No Yes: Attach sign application
Code Requirements: (1) non-illuminated freestanding or wall sign not to exceed two (2) square feet
- 8) Hours of Operation: Open _____ AM PM Closed _____ AM PM Other _____

LEGAL DISCLAIMER

I hereby certify that I have read and examined all application submitted at this time and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes

Applicant Signature _____ Date _____ / _____ / 20____

Owners Signature _____ Date _____ / _____ / 20____

Applicant	Required Item	Town Staff
	Proof of Ownership - Used to confirm ownership of the property.	
	Floor Plans - Of the structure(s) used for the home occupation - Showing the area that will be used for the home occupation. - Ingress and egress (windows and doors) - Any other pertinent information	
	Site Plan - The Plan should show: - Property lines with dimensions - Customers Parking / Loading & Unloading - All Utility locations and all Easement(s) - All structures with Setbacks - Clear Sight Triangle needs to be denoted (Code section 16-4) - Public Trail(s) and Sidewalks abutting the property - All Street / Alley's nearest to the property with access - Location of proposed Signage - Existing and Proposed location for any shed or fence - Any other pertinent information	
	Change of Use Notification - (if applicable) - Only needed if customers will be going to the physical property. (i.e. Hair Styles, Bakery)	
	Sign Application - (if applicable) - If new signage is proposed.	

For Town Staff Only

Date Submitted: ___ / ___ / 20 ___

Reviewer Name: _____

Date Reviewed: ___ / ___ / 20 ___

Planning Approval: _____ Date: ___ / ___ / 20 ___

Admin Approval: _____ Date: ___ / ___ / 20 ___

Notes
