



## HOME OCCUPATION PERMIT APPLICATION

CITY OF SHOW LOW, ARIZONA

NAME OF PROPOSED BUSINESS/HOME OCCUPATION: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZONING DIST.: \_\_\_\_\_ PHONE: \_\_\_\_\_

DESCRIPTION OF PROPOSED HOME OCCUPATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE OF MATERIALS/EQUIPMENT USED: \_\_\_\_\_

\_\_\_\_\_

STORAGE LOCATION OF MATERIALS/EQUIPMENT USED: \_\_\_\_\_

\_\_\_\_\_

TYPE OF VEHICLE USED: \_\_\_\_\_

LICENSE PLATE OF VEHICLE: \_\_\_\_\_ STATE: \_\_\_\_\_

TYPE OF ADVERTISING USED: \_\_\_\_\_

Have you applied for a City Business License to operate the proposed home occupation?

No

Yes

If Yes, WHEN? \_\_\_\_\_

**NOTE: Application for a Home Occupation and completion of a Home Occupation Permit shall not be considered authorization to commence the use of a residence for a Home Occupation. Please read the provisions governing Home Occupations. The application will be reviewed for compliance with the permitted uses of the zoning district of the address listed on the application. Commercial businesses are not permitted in any residential district.**

**HOME OCCUPATIONS ARE INTENDED TO BE CLEARLY INCIDENTAL, SECONDARY AND ACCESSORY TO THE USE OF THE DWELLING AS A RESIDENCE.**



## AFFIDAVIT DEMONSTRATING LAWFUL PRESENCE IN THE UNITED STATES

ARS §1-502 requires that any person who applies to the City for a local public benefit (defined as a business license, grant, contract or loan) must demonstrate that he/she is lawfully present in the United States through the presentation of one (1) of the following documents.

**Please place a check mark next to the applicable document and present the document to the City employee. If mailing the document, attach a copy of the document to this Affidavit.** (If the document says on its face that it may not be copied or you know for reasons of confidentiality that it cannot be copied, you will need to present the document in person to the City for review and signing of the affidavit.)

- Arizona Driver License issued after 1996.**  
Print first 4 numbers/letters on license: 

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- Arizona Non-Operating Identification License.**  
Print first 4 numbers/letters on license: 

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- Birth Certificate or Delayed Birth Certificate issued in any state, territory or possession of the United States**  
Year of birth: \_\_\_\_\_ . Place of birth: \_\_\_\_\_ .
- U. S. Certificate of Birth Abroad.**  
Year of birth: \_\_\_\_\_ . Place of birth: \_\_\_\_\_ .
- U. S. Passport.**  
Print first 4 numbers/letters on passport: 

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- Foreign Passport with a United States Visa.**  
Print first 4 numbers/letters on passport: 

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Print first 4 numbers/letters on visa: 

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- I-94 Form with a photograph.**  
Print first 4 numbers on I-94: 

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- USCIS Employment Authorization Document (EAD).**  
Print first 4 numbers/letters on EAD: 

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or Permanent Resident Card (acceptable alternative): 

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- Refugee Travel Document.**  
Date of issuance: \_\_\_\_\_ ; Refugee Country: \_\_\_\_\_ .
- U. S. Certificate of Naturalization.**  
Print first 4 numbers/letters of CIS Reg. No.: 

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- U.S. Certificate of Citizenship.**  
Date of issuance: \_\_\_\_\_ ; Place of issuance: \_\_\_\_\_ .
- Tribal Certificate of Indian Blood.**  
Date of issuance: \_\_\_\_\_ ; Name of tribe \_\_\_\_\_ .
- Tribal or Bureau of Indian Affairs Affidavit of Birth.**  
Year of birth: \_\_\_\_\_ . Place of birth: \_\_\_\_\_ .

I swear or affirm, under penalty of perjury, that I presented the document marked above to the City of Show Low, that I am lawfully present in the United States, that the document I presented to establish this presence is true, and that I am the person stated on the document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business/Company

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City, State, Zip Code

**For Office Use Only:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Promptly report all observed violations of federal immigration law to (866) 347-2423 or by emailing azicereport@dhs.gov.\*

Reported violation (check if applicable); Date/Time Reported: \_\_\_\_\_

THE FOLLOWING SHALL GOVERN THE USE OF A RESIDENCE FOR A HOME OCCUPATION, AS STATED IN THE ZONING ORDINANCE OF THE SHOW LOW CITY CODE (SECTION 15-1-40):

- (M) *Home occupations.* A home occupation is any activity carried out for gain by a resident, conducted as an accessory use in the resident's dwelling unit. Home occupations shall be permitted in any residential zone upon the issuance of a home occupation permit and a business license from the City of Show Low subject to the following requirements:
- (1) The use of the dwelling for a home occupation shall not destroy or be incompatible with the residential character of the dwelling or the neighborhood.
  - (2) The home occupation shall be conducted only inside the dwelling or inside an accessory building or garage.
  - (3) No more than twenty-five (25) percent of the total floor area of the dwelling or garage shall be used for the home occupation. The total percentage of dedicated floor area may be increased through the approval of a conditional use permit.
  - (4) Stock, goods, and/or materials displayed or sold at the location of the home occupation shall not be visible from the boundaries of the property.
  - (5) No outdoor display or storage of materials, goods, supplies, or equipment shall be permitted in connection with a home occupation.
  - (6) Only one (1) sign, not to exceed eight and one-half (8-1/2) inches by eleven (11) inches, may be used to identify a home occupation. Said sign shall be placed within a window or flat against the wall of the residence to which the sign refers. There shall be no other advertising, display, or other evidence of a home occupation on the premises.
  - (7) No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the district in question under normal circumstances where no home occupation exists. The business shall only be conducted by a resident or residents of the dwelling.
  - (8) A home occupation shall not create greater vehicle or pedestrian traffic than normal for the district in which it is located. Generally, no more than two (2) business visitors an hour or eight (8) a day, and no more than two (2) deliveries of products or materials per day, or ten (10) per week, excluding postal deliveries, are permitted. No semi-trailer deliveries are allowed.
  - (9) No business shall be conducted which requires delivery vehicles or other services not customary to a residence. Customary delivery vehicles include USPS, UPS, FedEx, DHL, and similar delivery vehicles.
  - (10) No on-street parking of business-related vehicles shall be permitted at any time.
  - (11) No parking spaces, other than driveways, may be located in the required front yard setback. Additional parking not customary to a residence is prohibited.
  - (12) Only refuse enclosures customary to a residence shall be permitted in conjunction with a home occupation. Refuse enclosures not emptied as part of a regularly scheduled residential refuse service shall be prohibited.
  - (13) All activities involving outside business visitors, clients, or deliveries shall be limited to the hours between 8:00 a.m. and 7:00 p.m.

(14) A home occupation permit is owner-specific and non-transferable. Any change in the nature of the home occupation, ownership or address will result in automatic termination of the permit. A new home occupation permit and business license will be required.

(15) No more than one (1) home occupation permitted per property or household.

Because no list of uses can be complete, decisions on specific uses not included as examples on the following list of permitted uses will be made by the planning and zoning director.

The following uses are examples of allowable home occupations:

- Accountant
- Arts and crafts
- Attorney
- Alterations
- Artists and sculptors
- Contractor offices (i.e., painting, cleaning, yard maintenance, building) but not including outside storage of equipment, materials or vehicles
- Counselors, psychological therapists, etc.
- Home marketing (e.g., Amway, Mary Kay, Tupperware, etc.) and mail order marketing of items
- Home office uses including financial services, architectural/drafting/engineering services, data/word processing, billing services and similar uses
- In-home childcare, but not more than five (5) children at a time, including the caregiver's own preschool-aged children
- Licensed massage therapists
- Insurance agents
- Musical instruction
- Non-invasive medical practices such as cranial sacral therapy and acupuncture
- Tutoring of all types, but limited to four (4) pupils at one time
- Other similar uses as approved by the planning director

The following uses are examples of home occupations which are not allowed:

- Animal grooming, kennels
- Antique sales
- Barber and beauty shops
- Catering establishments (i.e., businesses providing contract services consisting of food and banquet preparations prepared internally, requiring a commercial kitchen and delivered to customers off the premises)
- Commercial greenhouses or nurseries
- Invasive medical/dental procedures
- Tanning salons
- Vehicle repair/mechanic's garages and automobile detailing

**I have read the above conditions and certify that the home occupation I intend to initiate will comply with all City of Show Low City Codes. Violation of the conditions shall nullify this permit and subject the applicant to prosecution.**

**Applicant Signature:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**Received by:** \_\_\_\_\_

\_\_\_\_\_  
**Date**

**Approved by:** \_\_\_\_\_

**P & Z Department signature**

\_\_\_\_\_  
**Date**