



City of Fort Collins Zoning  
P.O. Box 580  
Fort Collins, CO 80522  
Phone 970-416-2745

## Home Occupation License

PLEASE TYPE OR PRINT

Location of Business: \_\_\_\_\_  
Street Address Zip Code

Owner Name: \_\_\_\_\_ Sales Tax No. (if applicable): \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

☐ CHECK IF THIS A RENEWAL APPLICATION Email Address: \_\_\_\_\_

### City of Fort Collins Home Occupation Requirements

Article 4.3.1(E) HOME OCCUPATIONS: "A home occupation shall be allowed as a permitted accessory use, provided that all of the following conditions are met:

- 1) Such use shall be conducted entirely within a dwelling unit and carried on by the inhabitants living there and not more than one additional employee or co-worker. The hours of operation during which clients, customers, employees or co-workers are allowed to come to the home in connection with the business activity are limited to between 8:00 a.m. and 6:00 p.m. Monday through Saturday.
- 2) Such use shall be clearly incidental and secondary to the use of the dwelling purposes and shall not change the character thereof.
- 3) The total area used for such purposes shall not exceed one-half (1/2) the floor area of the user's dwelling unit.
- 4) There shall be no exterior advertising other than identification of the home occupation (one 4 square foot per face sign on arterial streets, one 2 square foot per face sign on all other streets.)
- 5) There shall be only incidental sale of stocks, supplies, or products conducted on the premises.
- 6) There shall be no exterior storage on the premises of material or equipment used as part of the home occupation.
- 7) There shall be no offensive noise, vibration, smoke, dust, odor, heat or glare noticeable at or beyond the property line.
- 8) A home occupation shall provide additional off-street parking area adequate to accommodate all needs created by the home occupation.
- 9) In particular, a home occupation may include, but is not limited to, the following provided all requirements contained herein are met: art studio, dressmaking or millinery work, professional office, office for insurance or real estate sales, or teaching.
- 10) A home occupation shall not be interpreted to include the following: animal hospital, long term care facility, restaurant, bed and breakfast, group home, adult-oriented use, vehicle repair servicing, detailing or towing if vehicles are dispatched from the premises, or are brought to the premises or are parked or stored on the premises or on an adjacent street.
- 11) A home occupation shall be permitted only after the owner has obtained a home occupation license from the City. The fee for such a license shall be twenty-five dollars (\$25), and the term of such license shall be two (2) years. At the end of such term, the license may be issued again upon the submission and review of a new application and the payment of an additional twenty-five dollar (\$25) fee. If the City is conducting an investigation of a violation of code with respect to the particular home occupation at the time such renewal application is made, the license will not be reissued until the investigation is completed, and if necessary, all violations has been corrected. The term of the previous license shall continue during the period of the investigation.

PLEASE ANSWER THE FOLLOWING QUESTIONS TO DESCRIBE YOUR HOME OCCUPATION:

- 1) What is the nature of your business? \_\_\_\_\_
- 2) What areas of your dwelling will be used for the home occupation? \_\_\_\_\_
- 3) How many employees or co-workers will you have who do not live in your dwelling unit? \_\_\_\_\_
- 4) What size driveway do you have (1, 2, or 3-car wide)? \_\_\_\_\_

I have read and do understand the home occupation ordinance, Article 4.3.1(E), Land Use Code of the City of Fort Collins. I agree to comply with the permitted use and limitations of this ordinance in operating a business in my home. I understand it is my responsibility to comply with subdivision protective covenants which relate to home occupations.

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

**\$25 payment will be collected after application is processed, and can be made online, over the phone, or via check. When returning the application by mail, please use the address at the top of this form. If returning in person, please remit to the Zoning Office at 281 N. College Avenue.**

Special Conditions (as required by City) \_\_\_\_\_

City Approval \_\_\_\_\_ Date: \_\_\_\_\_