

# HOME OCCUPATION SPECIAL USE PERMIT APPLICATION

## OVERVIEW

The use of a dwelling unit for business purposes is allowed pursuant to the standards of [Section 2-3-2-4](#) of the City of Durango's Land use and Development Code (LUDC). The standards are intended to protect the residential function and physical character of the neighborhood in which the use is located.

This form provides the basic information about a home occupation proposal. It is the applicant's responsibility to ensure that the application is complete and all required materials are included. Applications must clearly demonstrate that the proposed activity complies with the City's regulations. Incomplete or substandard applications may cause delays. Before submitting to the City, applicants should also consider whether any HOA restrictions may apply.

Signage, separate business entrances, outdoor displays or storage, or any modifications that alter the residential character of the home are not allowed with a home occupation. Only one employee not living at the residence may work in the home and employees who work off-site shall not regularly gather at the dwelling unit. Additional restrictions are listed in [Section 2-3-2-4](#) of the LUDC. Some home occupation requests require that the property be posted for ten (10) days to alert neighbors of the request. All home occupations must maintain a current business license with the City.

**FEES: Standard Home Occupation Permits require a \$50 application fee.** If a posting is required to provide notice to neighboring property owners, the fee increases to \$250. Applications can be emailed to [Planning@DurangoGov.Org](mailto:Planning@DurangoGov.Org)

## PROPERTY AND CONTACT INFORMATION

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

Are you the owner of the referenced property?  YES  NO Is the use allowed by HOA? \_\_\_\_\_

*If you are not the owner, please include a letter from the landlord stating that they approve of the proposed use for the property. As the applicant, you can draft the letter and have your landlord sign it.*

## DESCRIPTION

Briefly describe the nature of the business including types of products and services to be provided.

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1. Will there be any employees located at this house?  YES  NO If yes, how many? \_\_\_\_\_

2. Will any clients ever come to the house?  YES  NO

*If yes, how many and how often?* \_\_\_\_\_

3. Besides personal vehicles, will vehicles associated with the business stored on site?  YES  NO

*If yes, how many, what type of vehicles, and where will they be stored?*

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4. Are you proposing to store any materials on site for this home occupation?  YES  NO

*If yes, what materials? Where are the materials stored? Are they indoors, outdoors, covered, screened?*

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## ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.

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



# HOME OCCUPATION SPECIAL USE PERMIT

## PERMIT INFORMATION (DEPARTMENT USE ONLY)

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Zoning: \_\_\_\_\_

Owner Approval Submitted? Yes  No

## STANDARD PERMIT CONDITIONS

The Home Occupation approved by this permit must be operated and maintained in conformity with all applicable sections of the City of Durango's Land Use and Development Code (LUDC), including but not limited to Section 2-3-2-4. The use must also maintain compliance with any specific conditions listed below.

The use/development approved by this permit shall be subject to periodic inspections by City staff for the purpose of determining compliance with the conditions of approval. Failure to maintain these conditions shall result in the initiation of enforcement action as provided by the LUDC, up to and including revocation of the permit.

This permit shall be subject to the following conditions of approval:

1. The applicant shall not meet any clients at this location.
2. The applicant shall not have any outside employees stationed at this location.
3. The applicant shall not park any work/business related vehicles or equipment at this location.
4. The applicant shall not allow pick-up or delivery of products by commercial vehicles or heavy trucks other than parcel pick-up and delivery services.
5. The applicant shall not store equipment or materials at this location.
6. No signage shall be allowed at the site. If the applicant wants to place a business logo on their vehicle, they shall comply with the following:
  - A. Place a permanent business logo on the business vehicle only if the vehicle is parked in a garage at all times when it is at the referenced address, OR
  - B. Place a magnetic / metallic business logo not more than two (2) sq. feet in size on the business vehicle and remove it each time that the vehicle is parked outside at the referenced address.
7. The applicant shall obtain and maintain a City of Durango business license.
8. The applicant shall notify staff within the Community Development Office prior to making any changes to the operational aspects of the business.

## ADDITIONAL CONDITIONS OF APPROVAL, IF APPLICABLE

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## APPROVAL

The Home Occupation use granted by this Permit shall be developed or established in accordance with an approved development schedule or within one (1) year of the date of approval if no development schedule is established. Failure to develop or establish such a use in accordance with the time period approved by this permit shall cause the administrator to revoke the permit. This permit is not transferable. Discontinuance of the Home Occupation use approved by this permit for over a year will void the permit.

\_\_\_\_\_  
**Approving Staff Member**

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

\_\_\_\_\_  
**Permit Number**