

Kootenai County Home Occupation Information Brief

Q: What is a Home Occupation?

A: Any home operated business, occupation, profession, or craft which is clearly incidental to the residential use of a site is defined as a Home Occupation. A few examples of Home Occupations include accountants, music teachers, and architects.

Q: Why do I need a Home Occupation permit?

A: Home Occupation permits allow for small scale self-contained businesses to operate within residential neighborhoods without disrupting the quality of life. Larger business operations will not be considered for a home occupation permit.

Q: Are there any other permits I may have to apply for?

A: Yes. Depending on the nature of your business you may need to apply for a building permit, either for a new structure or for a change of use permit with the Planning and Building Departments.

Q: How long is my Home Occupation permit valid?

A: A home occupation permit may be valid for the duration of your business. However, once a business expands from its approved size and daily operations it may be required to cease and move to a more appropriate zone. Home Occupations are not valid once a property is sold.

Q: What is involved with this process?

A: An application packet must be completed and submitted to the Planning Department for approval. Materials required will include a site plan, a narrative (including a description of the proposed business), the equipment used, the hours of operation and a \$100.00 application fee.

Q: Are there any other responsibilities I should be aware of?

A: It is the responsibility of the Applicant to provide a notarized affidavit and have it placed into their Home Occupation file at the Planning Department. As part of your application you may also be required to provide the following:

- Receipt of a business license with the County Recorder's office, if required.
- If the family member is renting or leasing the property, notarized authorization from the property owner will be required.
- Must abide by any conditions placed on the Home Occupation approval. Any violation of these conditions may result in the Home Occupation being revoked.
- Notification to the Planning Department that the Home Occupation is no longer in existence and the permit should be terminated.

Q: What if my Home Occupation application is denied?

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A: A few options exist in those circumstances when a Home Occupation Permit is denied, for example:

- ✓ Zone Change
- ✓ Conditional Use Permit
- ✓ Scaling down the proposed business
- ✓ Annexation into a city jurisdiction

*** Home Occupation Requirements ***

- ✓ There shall be no more than one (1) individual employed at the site who does not live in the dwelling on the site.
- ✓ The home occupation may be conducted in an accessory building on the site, although no home occupation shall be allowed on sites without a dwelling.
- ✓ The home occupation shall be of a nature that does not generate retail business or have customer traffic on a regular basis. Equipment storage facilities where more than one employee arrives at the site to pick up equipment, then leaves to work off-site, shall not be considered home occupations.
- ✓ Storage of equipment, inventory, or work-related items other than vehicles, shall be within the residence or a permitted accessory building. Outside storage or storage within a cargo container or trailer is prohibited.



**This Brief is intended only as an information guide.
Information provided within this brief may not be complete and is subject to change.**

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