



# HOME OCCUPATION AGREEMENT

Address: \_\_\_\_\_

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

Business Operator: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

A home occupation is an occupation or profession which is conducted within a dwelling or on the premises where a dwelling is located, and is clearly incidental and secondary to the use of the dwelling for dwelling purposes. Home occupations are allowed as an accessory use within the provisions of Section 11-3-4 of the Northglenn Unified Development Ordinance (UDO) and are subject to the following limitations.

## Generally

- A home occupation shall be allowed only when it is an accessory use to a residential dwelling unit.
- Home occupation does not include a family of unrelated persons with disabilities residing in group quarters licensed by the State of Colorado, including staff persons, as defined by this UDO.
- Home occupations shall be conducted in compliance with all other applicable regulations of the State of Colorado, City of Northglenn, North Metro Fire Rescue District, and the Tri-County Health Department.
- A business license is required for all home occupations.

## Uses Allowed

- Any use not listed in paragraph  below shall be deemed an allowable home occupation so long as the use is a legal use in the City of Northglenn and complies with the standards of this UDO.
- The following uses shall be prohibited as a home occupation:
  - Kennels or animal day care; and
  - Motor vehicle service, repair, maintenance, reconstruction, restoration, cleaning, sale, or storage shall be prohibited as a home occupation.
- No home occupation shall include on premise sale of goods or merchandise, either wholesale, retail, or distribution except for home crafts and art works created at the home, items that are provided in support of the provision of a home occupation service, and eggs, honey, and other foods specified in the Colorado Cottage Foods Act in compliance with the licensing requirements for the keeping of chickens and bees, and in accordance with the Colorado Cottage Foods Act.

## Residential Child Care

- General
  - Residential child care establishments shall comply with applicable regulations of the State of Colorado, City of Northglenn, North Metro Fire Rescue District, and the Tri-County Health Department.
  - Residential child care establishments shall be operated by a permanent resident of the home.
  - State licensed child care establishments conducted in a private residence may be allowed by right provided they comply with the standards in this subsection.
- Registration
  - Prior to establishing a residential child care establishment, the owner/operator of the establishment shall register with the Director on a form provided by the Director. Registration shall be effective for 12 months. Prior to expiration of such 12-month period, the owner/operator of the residential child care establishment shall apply for renewal. Renewal shall be granted by the Director if the establishment continues to be in compliance with these standards and state licensing requirements.
  - It shall be unlawful to operate a residential child care establishment without first having registered as required in this subsection. It shall be unlawful to operate a residential child care establishment with an expired registration and/or a revoked license.

## Location on Property

- No manufacturing, construction, fabrication, or assembly related to a home occupation shall occur within any detached structure.
- A detached structure may be used as an office, meeting room, display area, storage, or to provide any service related to a home occupation provided such use of the detached structure does not result in additional external impacts or nuisance.

## Size and Design

- The total usable floor space area dedicated to home occupation uses shall not exceed 25 percent of the gross floor area of the primary structure.
- A home occupation shall not involve any external structural alteration of the dwelling unit.

## Operations

- Employees
  - A home occupation shall be conducted by family members residing in the home. No more than one non-family member may be employed in a home occupation.
- Hours of Operation
  - Customers or clients of a home occupation may come to the home only between the hours of 7:00 a.m. and 10:00 p.m.
- No External Display of Products
  - There shall be no external display of products or any other externally visible evidence of the home occupation.
- Outdoor Storage Activities
  - No outdoor storage of materials, goods, supplies, or equipment associated with a home occupation shall be allowed.
- Parking and Business-Related Vehicles (Vehicles Marked or Equipped Commercially)
  - Vehicle parking for customers or clients of a home occupation shall be provided on the site of the home occupation or on that portion of the street adjacent to the lot

- used for the home occupation.
  - Only one motor vehicle used to conduct a home occupation may be kept at the home.
  - Business-related vehicles shall comply with Articles 7-2 and 7-5 of the Municipal Code.
  - When not being loaded or unloaded, any trailer used to conduct a home occupation shall be stored in a garage or behind an opaque fence not less than six feet in height so as not to be visible from any other public or private property.
- Deliveries
  - Deliveries associated with a home occupation may only be made between the hours of 7:00 a.m. to 7:00 p.m., and may only be made by vehicles with no more than one rear axle.
- Nuisances
  - No home occupation shall create a public nuisance as defined in the Northglenn Nuisance Ordinance.
  - Any noise caused or generated by conduct of a home occupation shall not create a noise disturbance, as defined in the City's Noise Control Ordinance. No noise associated with a home occupation may be audible at any time beyond the property boundary of the residence where the home occupation is conducted.
- Signage
  - No evidence of a home occupation shall be visible outside the primary building except for one wall or window sign no larger than one square foot in size.
- Prohibited Equipment and Materials
  - There shall be no chemical, mechanical, or electrical equipment on the premises other than that normally found within a dwelling unit.
  - Hazardous materials listed in the Uniform Fire Code, as amended, shall not be used or stored in conjunction with a home occupation except with the prior approval of the North Metro Fire Rescue District Fire Chief and the City of Northglenn Chief Building Official.

*If you have any questions about any of the above Home Occupation requirements, please contact the City of Northglenn's Planning and Development Department at 303.450.8739 or via email at [development@northglenn.org](mailto:development@northglenn.org).*

**I have read and will comply with the above zoning regulations.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return to: City of Northglenn  
 Finance Department – Business Licensing and Taxes  
 11701 Community Center Drive  
 Northglenn, Colorado 80233

Email: [finance@northglenn.org](mailto:finance@northglenn.org)