

# Town of Mead

## Home Occupation Affidavit



### HOME OCCUPATION AFFIDAVIT

**\*\*To be filed with Business License Application\*\***

This Home Occupation Affidavit is required to register home occupations in the Town of Mead in accordance with Section 16-3-60(f) of the Mead Municipal Code (“Code”), attached hereto as **Exhibit A**. Registrant understands that home occupations are subject to applicable Code requirements, and registrant is responsible for compliance with any amendments to such requirements. Based on business services provided, clientele entering the premises, or equipment used, a Business inspection or Building Permit\* may be required, per Code Section 6-1-60; 6-1-90.

<b>Registrant Name:</b>		<b>Business Name:</b>	
<b>Home Occupation Property Address:</b>			
<b>City/Town:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Telephone:</b>		<b>Email:</b>	
<b>Zoning of the Home Occupation Property (Zoning can be found here: <a href="#">Mead Zoning Map</a>):</b>			
<b>Describe all business activities to be conducted as part of the home occupation:</b>			
<b>What are the expected hours of operation:</b> _____			
<b>Number of employees:</b> _____			
<b>Will clientele be entering the home:</b> _____ <b>If yes, why:</b> _____			
<b>Number of clients per day and at what times:</b> _____			
<b>Anticipated traffic/parking impact:</b> _____			
<b>Building construction needed:</b> _____			
<b>Equipment used for business:</b> _____			
<small>*Business Inspection or Building Permit may be required. Business Inspection is \$125.00. Building Permit is based on valuation and is subject to fees.</small>			
<p><b>By submitting this form, registrant certifies that he/she has read, understands, and will comply with all applicable requirements of the Town of Mead Municipal Code, including Section 16-3-60(f), 6-1-60, and 6-1-90, as may be amended, in conducting the home occupation described herein. Registrant understands that he/she is responsible for notifying the Town by filing an updated Home Occupation Affidavit in case of changes or additions to the business activities described above.</b></p> <p><b>Registrant understands that this application is intended to inform registrants of the regulations and in no way legitimizes any use that does not strictly conform to the provisions of the Town of Mead Municipal Code. It is registrant’s responsibility to be aware of and comply with any changes to applicable regulations and Code provisions.</b></p>			
<b>Registrant’s Signature:</b> _____ <b>Date:</b> _____			
<b>FOR TOWN USE ONLY</b>			
<b>Date Received:</b>		<b>Accepted By:</b>	
<b>Reviewed and Approved By:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Date:</b>	

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### EXHIBIT A – MEAD MUNICIPAL CODE SECTIONS 16-3-60(f); 6-1-60; 6-1-90

- (f) Home Occupations. It is the intent of this subsection to regulate home occupations so that the average neighborhood resident, under normal circumstances, will not be negatively impacted by and will be minimally aware of their existence. Home occupations shall be a permitted accessory use and shall meet all of the following criteria:
- (1) Home occupations shall be registered with the Town of Mead prior to initiation of a home occupation. Registrant shall complete a Home Occupation Affidavit form describing the nature of the home occupation and certifying that it will comply with all applicable Code standards and limitations. Affidavits shall be filed with the Town of Mead prior to initiation of a home occupation and annually thereafter with the business Sales and Use Tax report. Forms will be available online or with the Town Clerk or Deputy Clerk.
  - (2) Home occupations shall be conducted predominately within the principal structure or an accessory structure associated with the residential use and shall be primarily conducted by one or more residents of the principal dwelling. No more than two (2) non-residents may assist in the on-site conduct of the home occupation.
  - (3) Home occupations shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the residential character of the property and neighborhood.
  - (4) There shall be no advertising or other display or indications of a home occupation, with the exception of signage permitted per Chapter 16, Article 7 of this Code.
  - (5) There shall be no substantial retailing or wholesaling of stocks, supplies, or products conducted on the premises of a home occupation; however, delivery of retail products to the consumer off the premises, such as in the course of a mail order business, shall be permitted.
  - (6) There shall be no exterior storage on the premises of supplies or material used in the home occupation, nor of any chemically hazardous, explosive, or combustible material within the dwelling or upon the premises upon which the dwelling is situated.
  - (7) A home occupation shall not generate or result in nuisances such as traffic, excessive on-street parking, noise, vibration, odor, glare, fumes, electrical interference, or hazards greater than that usually associated with residential uses.
  - (8) The maximum number of clients that may visit the home occupation per day is ten (10). *Family child care homes* are exempt from this requirement, and capacity is governed under state law and Department of Human Services regulations.
  - (9) The property containing the home occupation shall adequately accommodate all parking needs (residents, clients, customers, employees, etc.) utilizing the public right-of-way immediately adjacent, onsite driveways or off-site parking facilities.
  - (10) The following uses shall not be permitted as home occupations:
    - (i) Auto repair or motorized implement maintenance or repair;
    - (ii) Painting of vehicles, trailers, boats, or similar items;
    - (iii) Motor vehicle towing operation;
    - (iv) Welding shop;
    - (v) Barber or beauty shops having more than one (1) chair.
- In addition to the prohibited uses specified herein, the Mead Planning Director shall have the authority to prohibit other uses upon a determination that such uses are likely to result in external impacts comparable to the prohibited uses specified herein or are otherwise inconsistent with the residential character of the area.
- (11) In addition to the provisions of this Section 16-3-60(f), medical marijuana primary caregivers are subject to Section 6-2-130(e) of the Mead Municipal Code.

#### Sec. 6-1-60. – Investigation.

Where any provision of this Article necessitates an inspection or investigation before the issuance of a license, a designated employee or officer of the Town, after presentation of proper credentials, may enter the building at all reasonable times to inspect the same; provided that, except in emergency situations, the employee or officer shall give the owner or occupant twenty-four (24) hours' written notice. The notice shall state that the property owner or occupant has the right to refuse entry, and such refusal is not a violation of law. However, if such entry is refused, inspection may be made after issuance of a search warrant by a duly authorized magistrate, based upon probable cause.

#### Sec. 6-1-90. – Code Requirements.

No license shall issue for the conduct of any business if the premises to be used for the purpose do not comply with this Article and building, zoning and business codes of the Town.