**CDP- _____**

**City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122**

# Home Occupancy Permit Application

**Applicant:** _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Email: _____

**Name of Business:** _____

**Description of Business:** _____

**Description of Customer Visits:** _____

**What room in the home will be used for business:** _____

**A Home Occupancy Permit allows for the operation of certain limited Commercial or Professional activities as an accessory use in conjunction with a single-family or multi-family dwelling unit, provided that such activities are of a limited nature which will have no adverse effect on the neighborhood.**

**Prior to the start of any home occupation, a Home Occupancy Permit shall be obtained from the City of Casa Grande Development Center. The Home Occupancy Permit may only be granted upon finding that all the following conditions, as set forth in Chapter 17.60 of the Casa Grande City Ordinance, are met**

A. Home occupations are permitted accessory uses in residential zones only so long as all the following conditions are observed:
   1. Such occupation shall be conducted solely by resident occupants in their residence;
   2. No more than one room or twenty-five percent (25%) of the gross area of one floor of the residence, whichever is less, shall be used for such purpose. Use of accessory buildings or garages for these purposes is prohibited;
   3. No use shall require internal or external alterations or involve construction features or the use of electrical or mechanical equipment that would change the fire rating of the structure or the fire district in which the structure is located;
   4. No home occupation shall cause an increase in the use of any one or more utilities (water, sewer, garbage, etc.) so that the combined total use for dwelling and home occupation purposes exceeds the average for residences in the neighborhood;
   5. There shall be no outside storage of any kind related to the home occupation;
   6. The use may increase vehicular traffic flow and parking by no more than one additional vehicle at a time;
   7. No use shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the district in question under normal circumstances wherein no home occupation exists;
   8. No home occupation shall be allowed to post any visible advertising or sign on the premises.

B. Complaints by citizens or residents may be cause for termination of the home occupation.

**Examples of qualifying uses:**

The following are typical examples of uses which can be conducted within the limits of the restrictions established in this section and thereby qualify as home occupations. Uses which may qualify as "home occupations" are not limited to those named in this section (nor does the listing of a use in this section automatically qualify as a home occupation): accountant; architect; artist; attorney-at-law; author; consultant; dressmaking; individual stringed-instrument instruction; individual tutoring; insurance; millinery; preserving and home cooking; realtor.

**Prohibited uses…**

The following uses shall not be permitted as home occupations: automobile repair services, minor or major; barber shop; carpentry work; dance instruction; dental offices; medical offices; painting of vehicles, trailers or boats; photo developing; photo studios; private schools with organized classes; radio repair; television repair; upholstering.

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**Applicant Acknowledgement:**
I have read the above provisions of the City of Casa Grande Code governing home occupations. I certify that my request complies with all of the requirements in said codes. I understand that the issuance of a Home Occupancy Permit does not exempt me from complying with any other Federal, State or Local requirements and is issued subject to such compliance.

A City of Casa Grande Business License (Business Tax Receipt) shall be obtained upon the issuance of a Home Occupancy Permit.

Violations of any of the conditions of this permit shall constitute a violation of the City of Casa Grande Ordinances and may result in termination of this Home Occupancy Permit. Complaints by citizens or residents of the surrounding area shall be cause for termination of this Home Occupancy Permit.

I agree that City of Casa Grande staff may enter the subject property at any reasonable time to conduct a site inspection which may include taking photographs.

***Home Occupancy Permit fee is $30.00 and is payable on application.***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

_____

Owner/ Representative Signature | Print Name | Date

**APPLICATION IS VALID FOR 180 DAYS AFTER SUBMITTAL DATE**

Log-in date: _____ Intake Staff: _____

City Review: ☐ Approved ☐ Denied

Conditions of Approval or Reasons for Denial:

_____
_____
_____
_____
_____
_____
_____

_____
City Staff

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# Over-All Review Timeframes for Building Permits[1, 7, 8]

| Permit Classification | Administrative Completeness Review [2] | Substantive Review Stage[3] | | |
|---|---|---|---|---|
| | | Review of Initial Submittal [4, 8] | Review of Resubmittal and Staff Decision to Approve / Deny [5, 7, 8] | Over-All Timeframe [6, 7, 8] |
| Commercial – New Construction & Additions | 2 | 30 | 30 | 62 |
| Multi-family - New Construction & Additions | 2 | 30 | 30 | 62 |
| Commercial Alterations and Tenant Improvements | 2 | 20 | 20 | 42 |
| Multi-family Alterations | 2 | 20 | 20 | 42 |
| Standard Plan – Single Family | 2 | 20 | 20 | 42 |
| Single Family – New, Alterations & Additions | 2 | 20 | 20 | 42 |
| Swimming Pool | 2 | 20 | 20 | 42 |
| Park Home – New, Alterations & Additions | 2 | 20 | 20 | 42 |
| Manufactured Home – Site Plan Review | 2 | 20 | 20 | 42 |
| Manufactured Home – Additions & Alterations | 2 | 20 | 20 | 42 |
| Demolition | 2 | 20 | 20 | 42 |
| Mechanical, Electrical, Plumbing & Low Voltage | 2 | 20 | 20 | 42 |
| Solar | 2 | 20 | 20 | 42 |
| Fire Dept. Permits | 2 | 20 | 20 | 42 |
| Registered Industrial Plant | 2 | 20 | 20 | 42 |
| Certificate of Occupancy (Existing Buildings) | 2 | 20 | 20 | 42 |
| Industrial Waste Discharge | 2 | 20 | 20 | 42 |
| Foundation Only | 2 | 20 | 20 | 42 |
| Sign | 2 | 20 | 20 | 42 |
| Detached Accessory Structures & Fences | 2 | 20 | 20 | 42 |
| Accessory Structure Site Plan Review – NO Building Permit | 2 | 20 | 20 | 42 |
| Promotional Sign/Banner | 2 | 10 | 10 | 22 |
| Temporary Use | 2 | 10 | 10 | 22 |
| Home Occupation | 2 | 10 | 10 | 22 |
| Construction Noise | 2 | 10 | 10 | 22 |

1. All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.
2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
3. Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
5. Review of resubmittal shall be limited to:
   a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
   b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes. In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50% .

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

For more information, please contact the Development Center Staff at (520) 426-8630 or dcpermits@cgaz.gov

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Applicant Agreed to by City