



## Home Occupancy Permit Application

Provide All Information Fill in All Blanks

**Applicant:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Description of Business:** \_\_\_\_\_

**Days & Hours of Operation:** \_\_\_\_\_

**Description of any Deliveries:** \_\_\_\_\_

**Description of Customer Visits:** \_\_\_\_\_

**Vehicles or Equipment stored at Home:** \_\_\_\_\_

**Area of the Home to be used for the 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.



# Over-All Review Timeframes for Building Permits<sup>1, 7, 8</sup>

Permit Classification	Administrative Completeness Review <sup>2</sup>	Substantive Review Stage <sup>3</sup>		
		Review of Initial Submittal <sup>4, 8</sup>	Review of Resubmittal and Staff Decision to Approve / Deny <sup>5, 7, 8</sup>	Over-All Timeframe <sup>6, 7, 8</sup>
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.

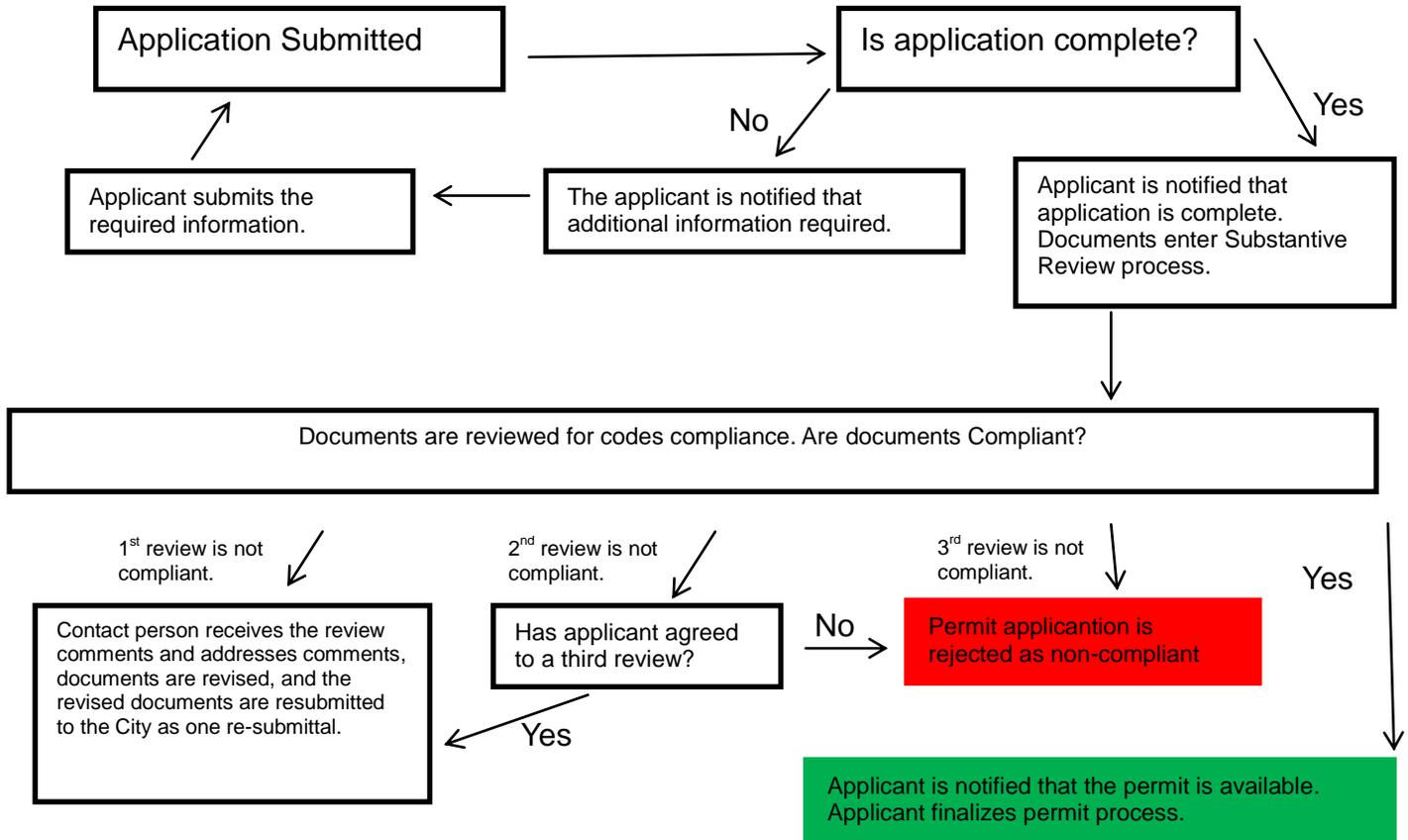
For more information, please contact the Development Center Staff at (520) 426-8630 or [dpermits@cgaz.gov](mailto:dpermits@cgaz.gov)

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of \_\_\_\_\_ additional days.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agreed to by City

# Completeness Review Process for Home Occupancy Permits



## Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make your appeal in writing. You must list all of the items you disagree with. Provide Code Sections and all details that you think adequately support your position. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot waive Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section 113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.