



**WASHOE COUNTY
HOME-BASED BUSINESS LICENSE APPLICATION
Supplemental Information**

Name of Business: _____

Business Address: _____

Business Phone Number: _____ Contact Phone Number: _____

NOTE: The home-based business development requirements and standards regulate all home-based businesses in Washoe County. Please read those requirements and standards carefully. You will be required to agree that you will comply with those requirements and standards. **Your responses on this supplemental information sheet must comply with those requirements and standards.**

Total Square Feet of Home: _____ Total Square Footage Used for Business: _____

NOTE: If the business square footage exceeds 10% of the total square footage of the home, you will need approval from the Building Program with the Planning and Building Division and the appropriate Fire District (to ensure your business does not change the occupancy group or fire rating of your home or structure).

Description of Business Activities (list type of work performed or product being sold): _____

Type and amounts of inventory and where inventory is being stored: _____

List any equipment, including vehicles, used for the business and stored at this address: _____

List type and amounts of chemicals that are going to be used for the business: _____

Anticipated business deliveries to the home: _____ per day/per week/per month (circle one)

Number of employees reporting to the home (do not include yourself): _____

Number of customer visits per day to the home: _____

I ATTEST THAT MY RESPONSES TO THESE QUESTIONS ARE TRUE AND ACCURATE. I UNDERSTAND THAT THIS BUSINESS IS SUBJECT TO INSPECTIONS AND SHALL BE REQUIRED TO COMPLY WITH ADOPTED CODES AND ORDINANCES, TO INCLUDE THE HOME-BASED BUSINESS DEVELOPMENT REQUIREMENTS AND STANDARDS.

Print Name

Signature

Date



WASHOE COUNTY HOME-BASED BUSINESS Development Requirements and Standards

Development requirements. All home-based businesses shall comply with the following provisions. If more than one home-based business is licensed at a single address, the following requirements apply to the combination of all home-based businesses licensed at that address.

Dwelling unit. The property proposed to support the home-based business shall contain a minimum of one dwelling unit.

Appearance. The appearance of the structure shall not be altered, nor shall the business within the dwelling be conducted, in a manner which would cause the premises to differ from its residential character whether by the use of colors, materials, or construction.

Hazards and nuisances. The home-based business shall not create or cause dust, vibration, gas, fumes, toxic or hazardous materials, smoke, electrical interference or other hazards or nuisances either on or off the premises. Noise and light will comply with the provisions of Article 414, *Noise and Lighting Standards*, of Washoe County Code Chapter 110.

Occupancy group. The home-based business shall not result in any change in the occupancy group of the structure as defined by the uniform building code.

Fire safety. Activities conducted and equipment or material used or stored shall not adversely change the fire rating of the premises.

Compliance with other license and code requirements. The home-based business shall be in full compliance with all other licensing requirements in the business license ordinance and all other applicable federal, state, and county regulations. The license division may require inspections by other agencies to determine compliance with this subsection. Such inspections may include, but are not limited to, building, fire, health, public works, sewage disposal, sheriff/police, water, and/or zoning.

Development standards. All home-based businesses shall comply with the following provisions, unless modified by the Washoe County Commission in accordance with Washoe County Code section 25.4426. If more than one home-based business is licensed at a single address, the following standards apply to the combination of all home-based businesses licensed at that address.

Location and size. The use of the dwelling for the home-based business shall be clearly incidental and subordinate to its use for residential purposes. The home-based business may be conducted in the principal dwelling or permitted detached accessory structure associated with a residential use provided that the business area does not exceed 33 percent of the gross floor area of the principal dwelling. When conducted in a garage, the home-based business shall not eliminate the use of the garage as a parking space for a car.

Storage. There shall be no outdoor storage of materials, equipment, supplies, or solid waste used or associated with the home-based business nor shall goods or merchandise be displayed in a manner so they are visible from outside the dwelling.

Traffic. The home-based business use is limited to only one employee vehicle, either on the property or on the residential street in front of the property. In order to protect the visual aspects of the residential neighborhood, no more than two parking spaces can be created for off-street parking relative to the home-based business. Any need for parking generated by the home-based business use shall be met off the street and other than in a required front yard.

Truck deliveries. Truck deliveries to a licensed home-based business in residential neighborhoods shall be limited to: a) daily delivery by federal or private mail and express package delivery service, and b) two deliveries of products or materials per week by vehicles with no more than two axles and not in excess of 16,000 pounds gross unladen weight. Deliveries shall be permitted between sunrise and sunset.

Business vehicle. The vehicle used for the home-based business may involve one vehicle for delivery of materials to or from the property, not to exceed 8,000 pounds gross unladen weight and no larger than two axles. A single vehicle limousine service is permitted. A single accessory utility trailer up to 24 feet in length is permitted, provided it is parked off the street, regularly used off-site in the conduct of the home-based business, and not used solely for storage or advertising.

Employees. Employees shall be limited to those persons who reside at the property and one non-resident assistant or employee. Off-site employees are permitted so long as they do not report for work at the property.

Visitors and customers. Visitors and customers shall not exceed three business related visitors/customers per day or present at any one time. If the home-based business is the type in which classes are held or instruction given, the director of community development may approve up to six students to be present at any one time if (s)he finds that the additional students will not generate additional motor vehicular traffic, or noise or vibrations emanating from the premises.

On-site sale of services and/or merchandise. There shall be no sale of services and/or merchandise to customers on the property except artist's originals, services or merchandise individually made to order on the premises.

Off-site sale of services and/or merchandise. Merchandise and/or services which are not "artist's originals" or "individual made to order" may be constructed on-site. The sale of this merchandise may only transpire at an off-site location.

Advertising. There shall be no public advertising which calls attention to the fact that the dwelling is being used for business purposes, except when required by the State of Nevada. Telephone listings, or any other advertising of the business, shall not include the dwelling address. The name, telephone and purpose of the home-based business may be advertised on not more than one vehicle which is operated by the resident or residents of the dwelling in conjunction with the business. The home address may appear on business cards, letterhead and invoices when the home address is also the business address.

Annual inspection. All home-based businesses may be required to submit to an annual inspection by relevant county officials for safety and compliance purposes.

Types of businesses not allowed. Automotive and equipment use types, as defined by section 110.304.25(d) of county code; commercial preparation of food except as authorized in NRS 446 and/or the Washoe County Health District for cottage food operations; business related to or involving explosives; beauty parlors; barber shops; liquor sales or distribution; undertaking and funeral parlors; medical and dental clinics, hospitals; adult characterized businesses, as defined by section 25.047; and, ambulance or related emergency services are prohibited.

I agree to comply with the above requirements and standards. I agree to comply with the home-based business development requirements and standards in effect upon renewal of my home-based business license. I realize that failure to comply may result in the suspension or revocation of my home-based business license, and/or administrative enforcement or criminal prosecution.

Business Name

Signature

Date