



Home Occupations

Home occupation means an occupation, vocation or business engaged in business from a residence in accordance with the regulations governing home occupations in Chapter 16.

Home occupations do not apply to:

A business that conducts administrative work (invoicing, data entry, billing, accounting, correspondence, and other similar functions) from a residence if that business has a permanent storefront/office located elsewhere or is a traveling service such as a tradesperson or cleaning service.

Home occupations apply to:

A business that conducts most of their business in a residential dwelling and is either a service (accounting, teaching, etc.) or is producing items/work/goods intended for resale or customer repair.

Home occupations *may* include any of the following:

- Accountant (online or in-person)
- Architect
- Attorney (online or in-person)
- Baking and/or Food Production
- Barber/Salon/Beauty Services
- Consultant (online or in-person)
- Engineer
- Exercise classes (online only, in-person group classes are not permitted in residences)
- Graphic Designer
- Massage therapy
- Metal Fabrication and/or Welding
- Personal training, one-on-one fitness/wellness coaching (online or in-person)
- Photographer
- Tutoring and/or Teaching (online or in-person)
- Website Developer and/or Programmer
- Woodworking and/or Carpentry

If a home occupation is applicable to your business, you must abide by the regulations outlined in [Chapter 16, Article 16.03, Section 3.3.4.B](#) of the Buena Vista Municipal Code, including the following **Operational and Use Standards:**

- a) Home occupations shall be incidental and secondary to the use of a dwelling for dwelling purposes;
- b) Home occupations shall not change the residential character of a dwelling;
- c) No more than two (2) employees of a home occupation, who are not full-time residents of the dwelling, shall be permitted on site at any given time;
- d) All persons engaged in a home occupation shall obtain and maintain all necessary business licenses prior to and during the operation of the home occupation;
- e) No sales of goods or products shall be allowed on the premises of a home occupation, unless such goods or products are incidental to a service provided by the home occupation.
- f) Home occupations shall comply with all building, fire, safety, and other codes applicable to the particular home occupation;
- g) There shall be no storage or display of any goods, products, equipment, or materials outside of the dwelling or accessory structure, and no hazardous or dangerous materials not customarily associated with a residential use shall be stored or used on the premises;
- h) Home occupations shall not disrupt the neighborhood by the creation of traffic, congestion, dust, smoke, vibration, noise from equipment, excessive lighting, offensive odor, or electrical interference.
- i) Vehicle traffic generated by a home occupation shall not create a need for additional off-site parking; and
- j) No use or storage of heavy equipment or commercial or heavy trucks or trailers for the home occupation shall be permitted.
- k) Signs shall be regulated according to Section 4.7 of the Buena Vista Municipal Code.



2024

HOME OCCUPATION APPLICATION

PO Box 2002, Buena Vista, CO 81211 | 719-395-8643 | buenavistaco.gov

TOWN USE ONLY

Submit Date:

Incomplete applications (including all required items on each attachment) will not be accepted.

APPLICANT INITIAL	REQUIRED ITEMS CHECKLIST	TOWN STAFF
	Proof of Ownership - Copy of deed to confirm ownership of the property. If the property is rented, provide a written and signed statement from owner that authorizes renter to use the property as a business.	
	Floor Plan(s) - Of the structure(s) used for the home occupation: <input type="checkbox"/> Showing the area that will be used for the home occupation <input type="checkbox"/> Ingress and egress (windows and doors) <input type="checkbox"/> Any other pertinent information	
	Site Plan - The plan should show (can be drawn): <input type="checkbox"/> Property lines and dimensions <input type="checkbox"/> Customers parking / loading & unloading <input type="checkbox"/> All utility locations and all easement(s) <input type="checkbox"/> All structures with setbacks <input type="checkbox"/> Clear Site Triangle needs to be denoted if applicable (code section 16-4) <input type="checkbox"/> All public trail(s) and sidewalks abutting the property <input type="checkbox"/> All street/alley's nearest to the property with access <input type="checkbox"/> Location of proposed signage (if applicable) <input type="checkbox"/> Existing and proposed location for any shed or fence <input type="checkbox"/> Any other pertinent information	
	Sign Application - (if applicable) <input type="checkbox"/> If signage is proposed	

RESOURCES

Link to Buena Vista Municipal Code: <https://www.buenavistaco.gov/2179/>

Sign Permit Application: <http://buenavistaco.gov/documentcenter/view/395>

APPLICANT INFORMATION

Applicant Name:	
Applicant Phone #:	
Applicant Email:	
Address of Home Occupation:	Buena Vista, CO 81211
Applicant Mailing Address:	
	(Street, City, State, Zip)

PROPERTY OWNER INFORMATION *(if different from applicant)*

Property Owners Name:	
Owner Phone #:	
Owner Email:	

BUSINESS INFORMATION

Business Name:	
Town Business License #:	

HOME OCCUPATION INFORMATION

Home Occupation Regulations are listed in [Article 16.03.3.3.4](#) of the Buena Vista Municipal Code.

Type of Occupation/Business:

Number of employees who do not reside in the home:

Is the home occupation secondary to the use of the home as a residence? No Yes

Is the home occupation going to change the residential character of the dwelling? No Yes

Is there any outdoor storage or display of goods, products, equipment or material outside of the structure? No Yes

Sq. ft. of home occupation area: Total sq. ft. of home: % of home used as home occ: %
Calculate: (home occ area sq ft / total home sq ft). Code requires no more than 25% of the total gross floor area of dwelling be used as a home occupation.

Sign proposed? No Yes If yes, attach sign application.

Hours of Operation:

COMPLAINTS AND VIOLATIONS ACKNOWLEDGEMENT

Applicant Initial	Complaint and Violation
	Should the Town obtain substantial credible information illustrating a possible violation of the terms and/or operating standards contained in this Section, the Town Administrator shall cause notice of such violation to be served personally or by certified mail, return receipt requested, on the operator of the home occupation.
	The notice shall describe in reasonable detail the violation concerning the home occupation and require the operator to appear before the Board of Trustees at a public hearing to show cause why the operation of the home occupation should not be suspended, modified, or terminated. The notice shall be issued not less than fifteen (15) days prior to the hearing and shall contain the date, time, and place for the hearing.
	A copy of the notice shall be timely provided in advance of the hearing to the person who submitted the subject complaint.
	After conclusion of the hearing, the Board of Trustees may suspend, modify, or terminate the operation of a home occupation upon a finding that the terms of this Section have been violated. All decisions of the Board of Trustees under this Section shall be provided in writing and copies of such decision shall be promptly mailed or personally delivered to the operator by certified mail with return receipt requested, and to the complainant, if applicable, by regular first class mail.

LEGAL DISCLAIMER

I hereby certify that I have read and examined all application submitted at this time 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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. It is my responsibility to review the approved plans and any comments that are contained thereon and see that the structure and/or project is built in compliance with all applicable codes.

Applicant Signature (REQUIRED):		Date:	
Owner Signature (REQUIRED):		Date:	

** TOWN STAFF USE ONLY **

Date Submitted:		Date Reviewed:	
Planning Approval:		Reviewer Name:	

Is change of use notification required? No Yes (if yes, send applicant change of use form)

Notes: