

## City of Federal Heights Instructions for Completing a Home Occupation License Application

All businesses operating in the City of Federal Heights who maintain a permanent physical address are required to obtain a City business license. The application should be completed and mailed along with a check for \$15 payable to:

City of Federal Heights  
2380 West 90<sup>th</sup> Ave.  
Federal Heights, CO 80260

Licenses expire on December 31 each calendar year. You will automatically be mailed a license renewal application.

The business license application will be reviewed and a determination made if a sales tax license is required. Sales tax licenses are required if the business sells tangible personal property. If a sales tax license is required, it will automatically be mailed to your business address along with sales tax returns. No additional license applications are required.

Temporary vendors, peddlers and residential door to door solicitors (mobile food vendors, tent sales, temporary stands, residential door to door sales) have separate license requirements. To obtain a peddlers license or solicitors license please contact the City directly by calling 303-428-3526.

For additional information please contact the City at 303-428-3526 or if you would like this application emailed, faxed or mailed to you.

### **§70-668-§70-669 Home Occupation**

#### **Sec 70 -668 - Permitted**

Subject to the restrictions set forth in section 70-669, permitted home occupations include, but are not limited to:

- (1) Custom dressmaking, millinery, tailoring, sewing of fabric for custom apparel and custom home furnishings;
- (2) Laundering and pressing;
- (3) Foster family care (not more than four children simultaneously);
- (4) Office: any office in which chattels or goods, wares or merchandise are not commercially created, exchanged or sold;
- (5) Tutoring (not more than four students simultaneously);
- (6) Fine arts studio in which are created only individual works of art;
- (7) Rooming and/or boarding of not more than two persons;
- (8) Such other uses that are compatible with the uses previously stated.

#### **Sec. 70-669. - Limitations**

The home occupations herein permitted shall be operated subject to all of the following additional limitations:

- (1) Such use shall be conducted entirely within a dwelling or existing accessory structure. Exterior alterations or additions to an accessory structure for the purpose of accommodating a home occupation are prohibited.
- (2) The use shall not have a separate entrance from outside the building.
- (3) The operator of the home occupation shall not display or create outside the building any external evidence of the operation of the home occupation except for signs, which are subject to the Sign Code (ch 70, article XI).
- (4) The total area used for such purpose shall not be more than 20 percent of the gross floor area of the dwelling unit or accessory structure or more than 300 square feet of the dwelling unit or accessory structure, whichever is less.
- (5) Such use shall be operated by a resident of the dwelling unit and shall not have any compensated employees not residing in the dwelling unit.
- (6) The use shall be limited to the use of electric motors for the power with a limitation of two horsepower for any one motor.
- (7) The home occupation shall clearly be incidental and secondary to the use of the dwelling for dwelling purposes and shall not generate noise, dust, vibration, odor, smoke, glare, electrical interference, fire hazard, traffic or parking congestion, or any other nuisance or hazard which disturbs or tends to disturb the peace, tranquility, safety and quiet of a residential zone district.
- (8) One off-street parking space, in addition to those required for residential use, shall be provided unless it is demonstrated to the satisfaction of the city that no additional need will be created.
- (9) There shall be no exterior storage or display materials, goods, supplies, or equipment used in the home occupation on the property.



# Home Occupation Application

Please complete the following application and return it to the City of Federal Heights, 2380 West 90<sup>th</sup> Ave. Federal Heights, Colorado 80260.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Address of Business in Federal Heights

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Property Owner Phone Number

\_\_\_\_\_  
Name, Home Address, and **After Business Hours Phone Number** \* of Business Owner

\_\_\_\_\_  
Name, Home Address, and **After Business Hours Phone Number**\* of Property Owner (if different)

**NOTE: REQUIRED BY POLICE AND FIRE DEPARTMENTS IN CASE OF EMERGENCY**

State Sales Tax Number \_\_\_\_\_ Federal Employee ID number \_\_\_\_\_

**Description of Primary Business Activity:**

Nature of activities you wish permission to conduct (Please check all appropriate descriptions.)

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Retail Sales     | <input type="checkbox"/> Manufacturing       | <input type="checkbox"/> Warehousing  |
| <input type="checkbox"/> General Sales    | <input type="checkbox"/> Animal Care         | <input type="checkbox"/> Repairs      |
| <input type="checkbox"/> Wholesale Sales  | <input type="checkbox"/> Automobile Services | <input type="checkbox"/> Deliveries   |
| <input type="checkbox"/> Outside Repairs  | <input type="checkbox"/> Amusements          | <input type="checkbox"/> Liquor Sales |
| <input type="checkbox"/> Outside Storage  | <input type="checkbox"/> Offices             | <input type="checkbox"/> Recycling    |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Construction        | <input type="checkbox"/> Grocery      |

Professional/Personal Services- (Specify) \_\_\_\_\_

Other: \_\_\_\_\_

All Business Licenses expire at midnight on December 31 of the year of issue. Renewal is required annually. The annual Business License Fee is **\$15.00**.

New businesses must contact the Building Department at 303-428-3526 to schedule all inspections and reviews. Appointments for inspections must be made twenty-four (24) hours prior to the requested inspection. Operation of a business out of a rental property or within a mobile home park requires the approval of the owner or manager of that property.

Contact the City Clerk with questions at 303-428-3526.

*Governing Municipal Ordinance: §70-668, §70-669*

## Home Business Questionnaire:

In order to receive a Home Business License, applicants must answer the following questions and return this questionnaire with their application and fee:

**1. Will your business be located entirely within your dwelling?**

Yes  No Comments: \_\_\_\_\_

**2. Will anyone be working in the business other than residents of the dwelling unit?**

Yes  No Comments: \_\_\_\_\_

**3. Will you be making any exterior alterations to an accessory building or garage? If Yes, Specify).**

Yes  No Comments: \_\_\_\_\_

**4. Will you have a separate business entrance from the outside the building?**

Yes  No Comments: \_\_\_\_\_

**5. Will the operation of your business be evident from outside of the dwelling unit (except for one 12 inch square sign)?**

Yes  No Comments: \_\_\_\_\_

**6. Will you use more than 20% of your dwelling's floor area for the business?**

Yes  No Comments: \_\_\_\_\_

**7. Will there be any exterior storage or display of materials in conjunction with your business?**

Yes  No Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Signature of Property Owner (if different)

**APPROVAL**

\_\_\_\_\_  
Zoning

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Building Department

\_\_\_\_\_  
Manager