



Development Services

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www.cochise.az.gov
1415 Melody Ln, Bdg F
Bisbee, Arizona 85603

Home Occupation Permit

A home occupation, also known as a home-based business, can provide useful community services and encourage new business growth, while reducing commuting and childcare costs for entrepreneurs. From a zoning perspective, it is a way for a property owner to conduct a small-scale, non-residential activity in a home or workshop as a secondary use. Home occupations are regulated to preserve the residential character of Cochise County neighborhoods. Generally, business activities should be invisible to the neighborhood. All home occupations are subject to inspection and revocation of approval if there is reason to believe that the home occupation has expanded or exceeded its original approved allowances.

Property Info

Parcel Number (APN):

Property Zoning Designation:

Applicant Info

Name:

Address:

Subject Property Address (if different):

Phone Number:

Email:

Processing Fee

\$25. Applicants may pay online with a credit card or mail a check to the Development Services Department at 1415 W Melody Ln, Building F, Bisbee, AZ 85603, payable to the Cochise County Treasurer.

Required Submittals

- This application
- Site plan (for detached home occupations), Floor plan (internal home occupation)
- A non-refundable processing fee

Project Info

1. Is the home rented or leased from another individual or entity?

- Yes, if so the **property owner** must sign below No, I am the property owner

1.a. **FOR RENTAL OR LEASED PROPERTY ONLY:** By typing my name below, I give permission to the applicant to operate a home occupation business, at the property subject to this application, in accordance with Cochise County Zoning Regulations and subject to the approval by the County.

Signature:

Date:

2. Name of business:

3. Business website address (if applicable) and select one of the following statements:

- All information included online accurately reflects this application and all business services or products offered.
- I do not have a website or advertise on social media.

4. Total square footage of the existing home:

5. Total square footage necessary for the proposed home occupation:

6. Will any additional employees be required other than residents of the home or immediate family members, including: spouse, child, sibling, parent, grandparent, grandchild, stepchild or stepsibling, whether related by adoption or blood? Select one.

- Yes. If so, how many No

Project Info Continued

7. Where will all activities associated with the home occupation occur? Select one.

An existing home

An existing accessory structure

On my property, outside of a structure, where indicated on the site plan

An accessory structure that is either under construction or proposed

8. Briefly describe your business, including products sold or services offered. Indicate whether any products sold will be onsite, off site, or online.

9. Will any noise or vibrations be produced that can be heard or felt on neighboring properties on a regular basis? If yes, describe the level and duration of this noise. What measures do you propose to prevent this noise from being heard on neighboring properties?

10. Will any odors be created by your home occupation? Or will there be any activities that attract pests, such as flies or mice? What measures do you propose to prevent the odors or pests from impacting neighboring properties?

Project Info Continued

11. Will additional dust be created on a regular basis? If yes, what measures will be taken to prevent this dust from escaping onto neighboring properties or roadways?

12. How many vehicles do you estimate will enter and leave the site (per day)? Indicate on the site plan the location of parking for employees (if applicable) and business customers.

13. Will there be any onsite signage advertising the home occupation? Select one.

Yes, I will have one non-lit sign that will not exceed four SF and five feet in height.

No signage is proposed

Acknowledgment

By typing their name below, the applicant hereby certifies that all information contained in this application and in the associated site plan is true and correct. The applicant understands that if any of this information is false, it may be grounds for denial or future revocation. The applicant further understands that all home occupations are subject to inspection and revocation of approval if there is reason to believe that the home occupation has expanded or exceeded its original approved allowances.

Signature:

Date: