THE HOME OCCUPATION PERMIT PROCESS

An application for a Home Occupation Permit must be filed with the Community Development Department along with a fee. The Community Development Department reviews the request for a Home Occupation Permit to ensure compliance with the criteria for operations as established by Douglas County Code. In rendering a decision, the Department will clearly state, in writing, any conditions of approval or reasons for denial. If all the conditions of approval are met, the Community Development Department will be able to approve the Home Occupation Permit upon submittal.

A building permit shall be required if alterations to electrical, plumbing, heating or structure are needed to serve the Home Occupation.

Home Occupation permits are valid for the business operation for as long as the business is conducted from the property for which the permit was obtained. Home Occupation Permits are not transferable to other business operators or properties.

NOTE: Some properties are subject to Conditions, Covenants and Restrictions (CC&R's) which may not permit home-based businesses. It is the applicant's responsibility to review any applicable CC&R's which apply to the property.

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Note: In addition to the application fee; a yearly renewal fee is due on January 2nd. Please call 775-782-6217 for the current fee.

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Douglas County
Community Development Department
1594 Esmeralda Avenue, P.O. Box 218
Minden, NV 89423
Fax: (775) 782-9007
Planning Division: 782-6217
Building Division: 782-6224
Engineering & Utilities Division: 782-6235

Informational Handout

Home Occupation

WHEN DO I NEED TO FILE FOR A HOME OCCUPATION PERMIT?

A Home Occupation Permit application must be filed when an applicant wants to establish a home-based business pursuant to Douglas County Code Chapter 20.616. Home-based businesses related to a primary open-agricultural on-site use within the agricultural (A-19) or forest and range (FR-19) zoning districts do not require a Home Occupation Permit.

WHERE DO I GET AN APPLICATION FOR A HOME OCCUPATION PERMIT?

You may obtain a Home Occupation application from the Douglas County Community Development Department, Minden Inn, 1594 Esmeralda Avenue, Minden. The public counter is located on the second floor in Room 202. A planner is available at the public counter from 8 AM to 12:00 PM and from 1:00 PM to 3:00 PM each weekday or you can call (775) 782-6217 for assistance.

WHAT IS NEEDED TO FILE FOR A HOME OCCUPATION PERMIT?

The Home Occupation Permit application requires only a brief description of the property and proposed business, as well as a nominal permit fee as established by the Board of County Commissioners. The applicant is required to sign the Home Occupation Permit agreeing to operate under the conditions required by Douglas County Code Section 20.616, as listed in this handout.

PURPOSE OF THE HOME OCCUPATION PERMIT

The purpose of the Home Occupation Permit is to allow the establishment and operation of businesses within the home in such a way as to minimize any impacts of such businesses on adjacent properties or the general neighborhood. Home occupations are generally limited to those uses which may be conducted within a residential dwelling, such as a personal office, without in any way changing the appearance or condition of the residence or the surrounding neighborhood.

CONDITIONS FOR OPERATION

Home occupations may be permitted on all residential properties, provided that the use is operated pursuant to the following conditions of operation:

A. The home occupation shall be incidental and secondary to the use of the dwelling for residential purposes. Home occupations shall be conducted entirely within the dwelling unit or the accessory structure with the exception of incidental storage of vehicles or trailers. No vehicles or trailers shall be visible nor shall noise be audible, or otherwise noticeable, from adjoining properties.

B. No signs relating to the home occupation shall be allowed. Customers or clients may come to the residence, however, only on an appointment basis.

C. Home occupation permits are valid only for the person(s) and residences approved by the county and are nontransferable. For parcels less than five acres in size, no one other than a resident of the dwelling shall be employed at the premises in the conducting of a home occupation. For parcels of five acres or greater, in addition to the resident employees, three additional employees may be employed at the residence. These provisions do not preclude a business owner, such as a general contractor, from having additional employees provided that those employees do not come to the residence for business purposes.

D. No dwelling shall be built or altered in such a manner as to change the residential character and appearance of the dwelling, or in such a manner as to cause the structure to be recognized as a place where a non-residential use is conducted. There shall be no entrance or exit specifically provided or marked on the dwelling for the conduct of the home occupation.

E. No equipment or process shall be used which creates visual or audible electrical or mechanical interference in any radio or television receiver or other device outside the dwelling unit structure, or causes fluctuations in the line voltage outside the dwelling unit structure. There shall be no home occupation activities that are objectionable due to glare, dust, fumes, odor, vibration or noise noticeable beyond the property line.

F. Home occupations involving manufacturing or fabrication of materials or the receiving of customers on an appointment basis must meet the minimum life safety provisions of the Internationl Building Code for the specified occupancy type.

G. No home occupation shall interfere with the maintenance of any required parking spaces including those located within a garage or carport.

H. No vehicles, trailers or construction equipment, except those normally incidental to a residential use shall be parked so as to be visible from a public right-of-way. The home occupation shall not cause, involve or result in the outside storage of construction materials including, but not limited to electrical material, plumbing material or lumber. Home occupations shall not involve the use or on-site storage of chemicals, flammable materials, or other hazardous materials except as may be permitted by the International Fire Code.

I. The home occupation shall not generate vehicular traffic or vehicular parking which degrades or is otherwise detrimental to the residential nature of the neighborhood.

J. If the home occupation is to be conducted in a rental unit, a written statement from the property owner giving his or her permission for operation of the home occupation shall be provided to the county.

K. No home occupation shall involve automobile repair, auto body work, auto upholstering or similar automobile-related activity nor shall it involve the handling, packaging or processing of food products.

ADDITIONAL PROVISION FOR MOBILE BUSINESSES

Home occupation permits for mobile businesses may be permitted, provided that the mobile business is operated pursuant to the conditions of operation described above, in addition to the following conditions which specifically apply to mobile businesses:

A. The mobile business must comply with all applicable requirements of any agency with regulatory or permitting authority over the conduct of that business.

B. Any automotive-related services shall be limited to cleaning, detailing, and minor replacement or repair to glass or accessory parts; no mobile business operating under a home occupation permit shall be permitted to conduct auto repair, auto body or engine work, except on an emergency roadside repair basis.

C. No work shall be conducted in a publicly accessible parking lot; however, work may be conducted in parking lots which are restricted to employees only.

D. No work shall be conducted on county-owned property, including parks, parking lots, or public rights-of-way.

Additional conditions of approval may be added upon Planning Division staff review.