

HOME OCCUPATIONS

Conducting a Business in Your Home

What is a “Home Occupation”?

A home occupation is any gainful occupation or profession, full or part-time, which is clearly secondary to the use of the dwelling as a residence. Home Occupations include occupations in which the business is conducted “off-site”, but the dwelling unit is utilized as the business’ physical address.

Note: home taxidermy and home-based daycares follow a different process and will require a Conditional Use Permit. Please refer the Conditional Use Permit Bulletin for more information on these home-based business types.

Criteria for Home Occupations

The purpose of requiring Home Occupation Permits is to ensure that the business is compatible with the surrounding residential neighborhood and that the business conforms to the criteria outlined in the Green River Zoning Ordinance (Appendix B, Section 9.8 of the Green River Municipal Code). The criteria help to ensure that neighborhoods are not adversely affected by home occupations. These criteria apply to every type of home occupation. They are as follows:

Secondary Use. The home occupation shall be clearly incidental and secondary to the use of the dwelling unit for dwelling purposes and not change the residential character.

Maximum Area for Home Occupation. The total area used for the Home Occupation shall not exceed twenty-five (25) percent of the gross floor area of the combined dwelling unit and attached garage.

Employees. In addition to family members residing in the dwelling unit, only two (2) persons may be employed by an on-site home occupation. An off-site home occupation may employ no more than five (5) persons, in addition to family members residing in the dwelling unit. In addition to family members residing in the dwelling, more than five (5) employees for an off-site home occupation may be permitted with conditional use permit approval from the Planning and Zoning Commission.

Outside Activities. All outdoor activities, and all activities producing detectable noise, odor or light beyond the residential structure, that are associated with on-site home occupations shall be limited to the hours of 8:00 a.m. to 8:00 p.m. Note: this includes on-site customer traffic and deliveries.

Detectability. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation including:

- No business signs;
- No offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line; and,
- No exterior storage of materials incidental to the home occupation, on the site of the home occupation.

Parking. Any parking incidental to a home occupation, whether for customers or employees, shall be provided on the site and must be improved. The street right-of-way may not be used for temporary parking by employees of an off-site home occupation. Off-site home occupations need not provide additional on-site parking spaces.

Equipment and Motor Vehicles.

- Mechanical equipment associated with the home occupation shall be stored or contained within the dwelling unit or an accessory building.
- Motor vehicles, such as cars, trucks, and semi-tractors without the trailer unit, are permitted but may not be parked on the street or right-of-way.
- Construction equipment under six thousand (6,000) pounds G.V.W. are permitted but must be stored within a garage or accessory building.
- Equipment and vehicles not specifically mentioned in this section are prohibited.

Hazardous Materials. The use, storage, or disposal of materials that may affect the health, safety, welfare or character of the residential area may not be held in such quantities as to adversely affect the health, safety or welfare of the residential area. It is the responsibility of the applicant to contact external regulatory agencies.



PROHIBITED HOME OCCUPATIONS

Certain home businesses are not compatible within a residential neighborhood because of its potential to create a nuisance or hazardous condition. The following activities are prohibited as on-site home occupations:

- Restaurant
- Veterinarian’s Clinic
- Barber Shop or Beauty Parlor (with more than one station)
- Animal Kennels (as a business use)
- On-site Welding
- Automotive Engine Repair or Service
- Automotive Body Shop
- Health Clinic
- Mortuary
- Nursing Home
- A home occupation not meeting any one of the criterial outlined above.

Application Process

Applications to conduct a home occupation shall be made to the Green River Development Services Department. The application can be obtained at the Green River Development Services Office, first floor of City Hall, or visit www.cityofgreenriver.org.

After receipt of a complete application and the required non-refundable filing fee, staff will review the application to determine if a home occupation permit meets all of the required criteria and make a preliminary determination if the home occupation permit should be granted.

In the event the Community Development Department deems it necessary and appropriate, he/she may request and/or require additional information and place additional conditions in the Home Occupation Permit.

If all of the criteria appear to be met, staff shall contact by letter all adjacent property owners of the proposed home occupation property to notify them that an application has

been filed and tentatively approved for an on-site or off-site home occupation.

Adjacent property owners have fourteen (14) calendar days from the date of the letter to file a written objection to the home occupation. If a written objection is received, the application for the home occupation will be referred to the Planning and Zoning Commission for consideration. Staff will advise the applicant and adjacent property owners of the scheduled Planning and Zoning Commission meeting date & time. If no objection is filed within the prescribed time period, then the application shall be approved, and a Business License will be issued.

If staff determines that the application does not meet the required home occupation criteria, the application shall be denied. A denied home occupation application may be appealed to the Planning and Zoning Commission.

Staff may periodically inspect on-site and off-site home occupations to ensure compliance with the provisions of this Section. If determined that the applicant has not complied with the requirements of the Home Occupation Permit, or if a signed written complaint about the home occupation is received, the home occupation permittee shall be brought before the Planning and Zoning Commission for further review.

Occupational Tax (Business Licensing)

All businesses located and/or operating within the City of Green River are required to obtain a Business License prior to conducting business. If operating a home occupation, the Home Occupation Application and process will substitute the City’s Occupational Tax (Business License) Application.

As with all Business Licenses, all home occupation permits shall expire on March 31st of each year and must be renewed annually.

Questions?

For questions, please contact the Development Services Department at 307-872-6140 or visit our office Monday through Friday, 8 a.m. until 5 p.m.

