

Home Based Business Instructions

If you do not understand any of the instructions, please call the Planning Department at (719) 553-2259 or visit 211 East D Street.

Business Address: *Provide the address of where you will be registering your business. All businesses must be registered to a specific location, even if you are only doing paperwork or office functions at your home. Also, the homeowner must sign off on this form agreeing to the homes use for this business.*

Conditions of Approval

Please initial each line below stating that you agree and understand each condition. If the proposed home based business does not or cannot comply with any of the conditions listed below, please call or visit the Planning Department to apply for a Limited Use Permit.

1. Customers or clients are not allowed to do business at the home.

You cannot have customers or clients at the home. A home is intended to be used only as a residence. Home based businesses should not affect the other residents around you or impede on their privacy or home atmospheres. If you must have customers visit your home to conduct business, then you should apply for a Limited Use Permit.

2. On-site sale of materials or supplies is not allowed.

You are not permitted to sell any materials or supplies on site. Craft fairs, farmers markets, etc. are places that you can sell small hobby type goods that you produce.

3. Only members of the family residing in the home may be involved in the business.

The intent of a Home Based Business is for start-up or very small businesses. This type of business has no impact on the neighbors or the neighborhood. Businesses with employees are usually larger than what is allowed at a home, and may have an impact on the quality of life for your neighbors. A limited use permit is required if you have employees and plan to conduct business out of your home.

4. Business related changes to the outside appearance to the home are not allowed.

You cannot make changes to the outside appearance to the home if it is related to or promotes your business. This would include installing an external door into an office, installing signage at the home, etc.

5. The use of a garage, shed, or other accessory structure cannot be used as your office, but may be used for storage of items normally found at a home.

The garage, shed or other accessory structure can be used to store items used for the business as long as they aren't in excess of what is normally found at the home for personal use. For example, you can have a ladder, but not scaffolding.

6. Outside storage, business displays or work associated with the business is not allowed. There shall be no visual indication of a business being conducted on the premises.

In order to operate or license a business in your home, it needs to basically be invisible to the neighbors. Outside storage, display or work associated with the business provides evidence that a business is being conducted at the home.

7. There shall be no visual indication of a business being conducted on the premises.

See 6. above.

8. Signs are only allowed on a vehicle, but must not be larger than 2' x 2'.

You are allowed to install a small, 2'x2' sign on your personal vehicle. This does not include commercial vehicles. Because customers are not allowed to conduct business from your home, you shall not be permitted to list your address on any advertisement or print material.

9. Commercial vehicles cannot be stored or parked at the residence, unless loading or unloading.

Commercial vehicles are classified as those having a manufacturer's rated chassis or carrying capacity of greater than one (1) ton. For example trucks over 1 ton, commercial delivery trucks, food trucks, hauling trailers, contractor equipment, trash trucks, box vans, commercial vans, semi-trucks and trailers, etc. are considered commercial vehicles. The parking of commercial vehicles is against City Ordinances Section 17-4-28 of the Pueblo Municipal Code. Commercial vehicles are allowed to be parked if they are in the active state of loading or unloading. Once the loading or unloading is complete, the commercial vehicle must be removed from the property.

10. Activity that disrupts the neighborhood not allowed (i.e. noise, vibration, glare, fumes, odors, electrical interference).

Activity which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot is not allowed. In case of electrical interferences, no equipment or process shall be used which creates visual or audible interference in any radio or television communications or line voltage off the premises is prohibited.

11. The primary use of the home is for residency purposes only. The secondary use may be a business so long as not more than twenty-five percent (25%) of the net floor area of the home is used for the business.

The home's primary purpose is to live in. It is not to run a business from. The character, livability and safety of the neighborhood can change if you are using a greater percentage of the home for the business and it can have a detrimental effect on your neighbors.

12. Are you producing small, hobby-type craft items for sale off-site?

You can produce, for sale at locations other than your home, small hobby-type craft items. These items typically include jewelry, knitted goods, crochet goods, sewing projects, etc. Provide a list of the items being produced for approval by the Planning Department.

13. Are any chemicals used for the business being used or stored at the home?

If chemicals are needed, you must contact the Fire Department at 553-2830 or at 1551 Bonforte Boulevard to receive approval for and requirements of their storage and use.

14. Property Owner Acknowledgement:

The owner of the home must authorize the tenant to conduct a business from the home. In addition, some insurance rates increase for businesses ran from the home. If you are not the owner of the property, a property manager that has legal authority to sign for the owner, or has legal authority to make decisions regarding the use of the home or apartment, may sign for the property owner.

15. Business Applicant Acknowledgement:

The business applicant must acknowledge that they have read and understand all of the conditions of approval listed, and they must certify that all statements made, are to the best of their knowledge, true and correct.

If you are unable or do not want to meet any of the conditions of approval, please call or visit the Planning Department for further information regarding a Limited Use Permit. The cost for the Limited Use Permit is \$500 and is not guaranteed to be approved. Please contact the Planning Department for information or to answer any specific questions.