



Rio Arriba County Planning & Zoning Department

Approved Date

Home Occupation Permit Application

Permit #: _____ Parcel #: _____ Community: _____

Business Name: _____ NM Tax ID/CRS #: _____

Business Physical Address: _____

Business Mailing Address: _____

Property Owner or Applicant Name: _____ Phone: (____) ____ - ____

Mailing Address: _____ Email: _____

Type of Business: Sales Service Manufacturing Food Internet

Other (describe): _____

Applicant must provide the following: Planning & Zoning Staff will check off on submitted documents below.

____ Site Plan ____ Warranty Deed ____ Property Taxes ____ Survey ____ Floor Plan of Home ____ Narrative

NCSWA Account # _____ - _____ - _____

General Questions must all be answered below. If the answer is YES, please explain.

1. Will there be more than two people working in the dwelling? YES NO
Explain _____
2. Will anything be manufactured or produced on the premises? YES NO
Explain _____
3. Will any merchandise be sold at the dwelling? YES NO
Explain _____
4. Will any inventory be stored on the premises? YES NO
Explain _____
5. Will any business activity be conducted outside in the yard, patio or garage of this dwelling? YES NO
Explain: _____
6. Will there be any vehicles used in connection with this business activity? If so, what will they be used for?
YES NO Explain: _____
7. Will the operation of the business create external noise, vibration, glare, fumes, odors, or other nuisances that could be detectable by neighbors? YES NO
Explain: _____
8. Will the operation of the business involve painting, welding, fabricating, flammable materials or hazardous chemicals? YES NO
Explain: _____

Website:

www.rio-arriba.org

1122 Industrial Park Rd Espanola, NM 87532 ~ Phone (505) 753-7774 or PO Box 127 Tierra Amarilla, NM 87575 ~ Phone (575) 588-7254

Updated November 19, 2024

Narrative: Describe nature and daily activity proposed, hours of operation, daily traffic generated, number of employees, fire protection plan and future growth expected for the Home Occupation.

Home Occupation Permit Regulations

1. **Nontransferable.** A home occupation permit is unique to the property and applicant(s) listed and is not transferable to any other person.
2. **Dwelling or accessory floor area.** A dwelling unit or accessory structure may be devoted to the home occupation activity. Must be less than 50% of the total floor area.
3. **No nuisance.** No use of equipment or processes that creates; noise, vibration, glare, fumes, odors, or electronic interference detectable by neighbors, shall be permitted
4. **Traffic generation.** No traffic shall be generated by such business activity in greater volumes than would normally be expected in a residential neighborhood. Services must be by appointment only.
5. **No exterior storage or display.** No display of goods or external evidence that a home occupation exists on the property, with the exception of signs.
6. **Business license required.** The applicant for a home occupation shall be responsible for obtaining and keeping current a business license with the county that must be paid annually.
7. **Secondary to residential use.** A home occupation shall be incidental and subordinate to the primary residential use and shall not change or detrimentally affect the residential character of the dwelling, or the neighborhood.
8. **Signage.** A home occupation allows for a 2'x2' size sign on the premises with a sign permit from Rio Arriba County Planning & Zoning.
9. **Utility services.** A home occupation shall not require increasing or enhancing the size, capacity, or flow of any utilities such as, but not limited to; water, electric, and septic systems. A conditional use permit may be necessary if utilities are to be increased or enhanced for a home occupation activity.
10. **Site inspection.** A site inspection may be conducted prior to approval.

County Business License Fee \$35.00

Home Occupation Permit Fee \$50.00

Note: Please be advised that prior to approving an application, staff may perform an inspection of the premises. A re-inspection may also be performed to determine compliance upon receipt of any complaints of violation of county ordinance.

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Kindly review the following agreement carefully before signing the application

This application will be evaluated to assess whether the proposed business activity complies with the regulations outlined in this ordinance. If the business activity is determined to be disruptive to the residential character of the neighborhood, the application will be referred for a Class II Use Permit, as mandated by this ordinance. In such cases, you will be required to submit a **Conditional Use Permit Application** to further address the proposed business plan.

I acknowledge that by signing this application, I affirm that all information provided is accurate and complete. I have read, understood, and hereby agree to comply with the regulations governing the home occupation permit. Should any of the information submitted be found to be fraudulent or incorrect, the Business License & Home Occupation Permit may be revoked. Additionally, if there are any changes to the conditions of the business activity that result in non-compliance with the regulations outlined in this ordinance, the permits may also be subject to revocation.

Applicant Signature: _____ **Date:** _____

For Official Use Only:

Business License Number Assigned: _____

Comments or Conditions of Approval: _____

Staff Approval: _____ **Date:** _____

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