



201 N. Stone Avenue, 1st Floor  
Tucson, Arizona 85701-1207  
(520) 724-6675

**APPLICATION FOR HOME OCCUPATION**

APPLICANT'S NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOMEOWNER'S NAME (if different): \_\_\_\_\_

HOME OCCUPATION TYPE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

HOME OCCUPATION ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

FEE: \$143.00 (make check payable to Pima County Treasure)

Pima County allows home occupations in all rural and residential zones. Section 18.03.020H defines a home occupation as “a commercial activity carried on by the occupant of a dwelling as a secondary use.”

This means that an approved home occupation must meet conditions set forth in the Pima County Zoning Code. In order to determine if your proposed home occupation meets approval, complete the requirements on the following page and mail to the address shown above.



**A. HOME OCCUPATIONS ARE PERMITTED SO LONG AS THEY MEET THE FOLLOWING STANDARDS:**

1. A home occupation permit is required to be obtained from the chief zoning inspector;
  - a. The home occupation permit shall apply only to a full time occupant of the dwelling.
  - b. If there is a change in use, a new home occupation permit shall be required.
2. The home occupation must be conducted within a dwelling or a detached accessory building of not more than 200 square feet.
3. There shall be no public display of stock-in-trade upon the premises.
4. Not more than one nonresident of the premises may be employed in the home occupation.
5. Not more than one-fourth of the floor area of one story of the main dwelling, OR, a detached accessory building of not more than 200 square feet in area may be used for the home occupation.
6. No equipment or material associated with the home occupation shall be stored outdoors.
7. The residential character of the dwelling, and subject property shall not be changed by said use.
8. Such occupation shall not cause any sustained, unpleasant, or unusual noises or vibrations or noxious fumes or odors, or cause any traffic congestion in the immediate neighborhood.
9. All parking used in conjunction with the home occupation shall be on site, and shall not include commercial parking features such as wheel stops, parking lanes or striping.
10. No more than one vehicle may be used in conjunction with the home occupation. This vehicle shall not exceed eighteen feet in overall length and seven feet in overall height and must be parked on the private property. If the vehicle displays any advertising or other indication of the home occupation or any product or service, it shall be stored in a carport or garage or shielded from view from adjoining properties and the street by landscaping, fencing, or other suitable material.
11. Home occupations shall not provide overnight accommodations.
12. Home occupations shall serve no more than five clients in one day and no more than two clients at any one time.
13. The maximum sign area permitted shall not exceed two (2) square feet. The maximum height of any ground sign shall be four feet. Any advertising or signage must meet the required front yard setback of the house.
14. Storage of chemicals determined toxic by Health Department guidelines requires approval by the Pima County Health Department.
15. The following uses shall not be permitted as home occupations: auto repair and service, veterinarian service, kennels, pet grooming, commercial food preparation, mortuary or embalming service, tattoo parlor, welding service, or any commercial use not customarily associated with home occupations as a secondary use.

**I, THE UNDERSIGNED, REPRESENT THAT ALL THE FACTS IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE TO THE CONDITIONS OF THE HOME OCCUPATION AND I UNDERSTAND THAT VIOLATION OF THESE REQUIREMENTS WILL VOID THE HOME OCCUPATION APPROVAL.**

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**Signature of Applicant**

**Date**

**B. FLOOR OR PLOT PLAN: (see example)**

1. Floor Plan:
  - a. Provide a floor plan of the main dwelling on page 3 if conducted inside the home.
  - b. Provide total square feet of residence.
  - c. Provide total square feet of room or area that will be used for the home occupation.
2. Plot Plan: If a detached accessory building is used instead of the home, write in the total square feet \_\_\_\_\_ and complete the plot plan on page 3 showing:
  - a. Location of all existing buildings and their estimated square footage.
  - b. Access into lot from street, the street's name, and address of the house.
  - c. North direction indicated by an arrow and the "N" designation.
  - d. Parking area used for home occupation vehicles.
  - e. Lot dimensions

**C. PROVIDE A BRIEF DESCRIPTION OF THE HOME OCCUPATION**

**D. LETTER OF AUTHORIZATION (if not the owner)**

**E. A \$143.00 ZONING FEE (make check payable to Pima County Treasurer)**

**FLOOR PLAN**

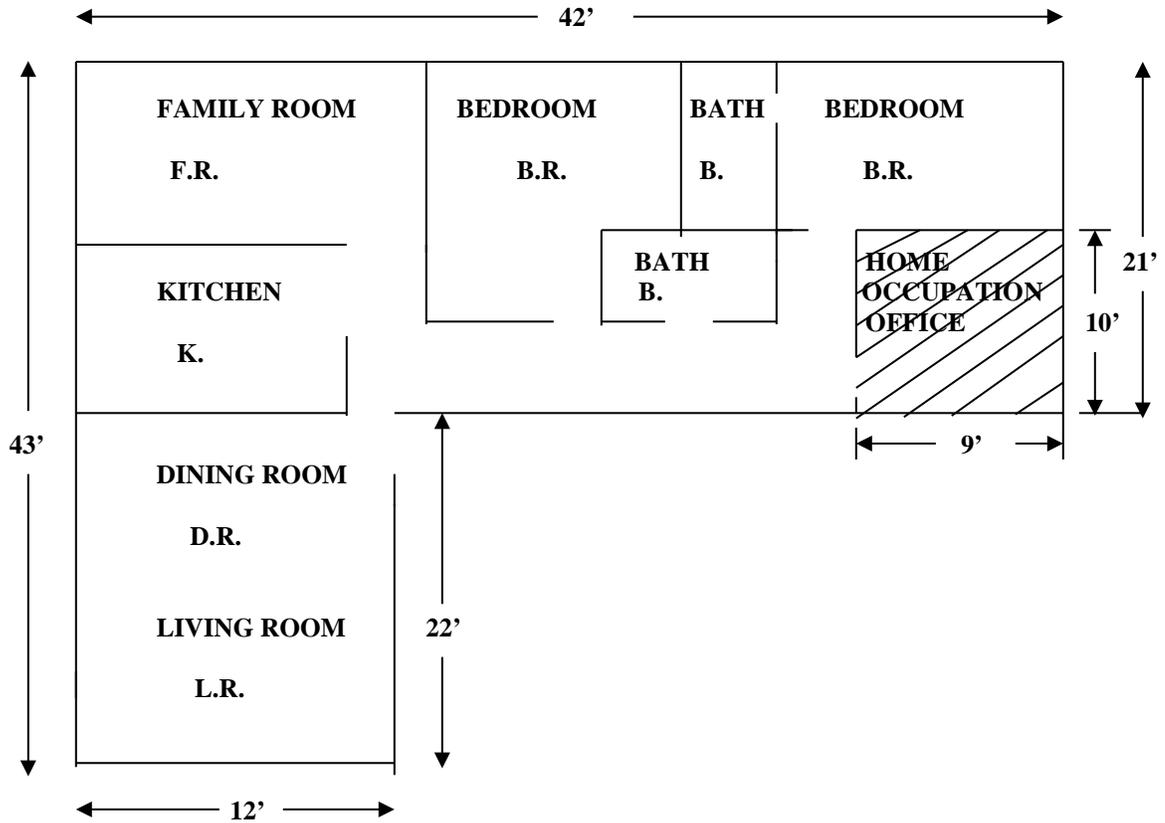
**Total square feet house \_\_\_\_\_**

**Total square feet home occupation \_\_\_\_\_**

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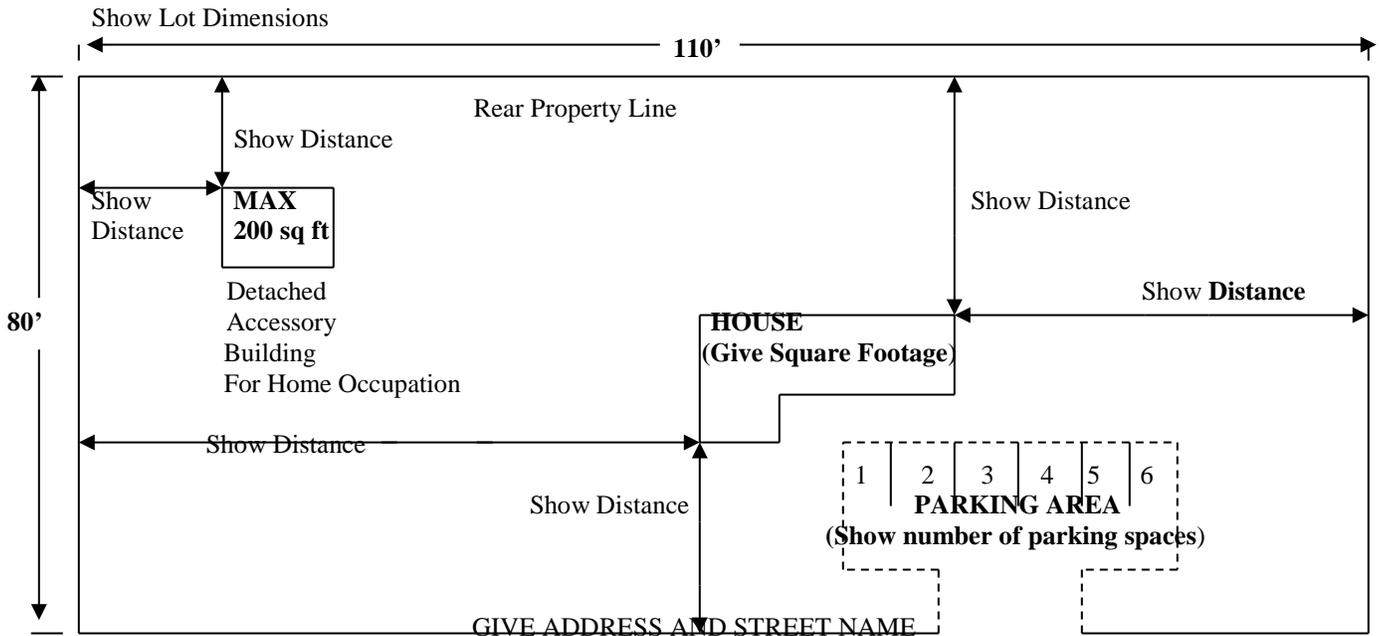
**SITE PLAN**

**FLOOR PLAN EXAMPLE  
SHOWING LOCATION OF HOME OCCUPATION AND DIMENSIONS.**



Total square feet house 1146  
Total square feet home occupation 90

**PLOT PLAN**



**Arizona Revised Statutes § 11-1604 (Prohibited acts by county and employees; enforcement; notice) provides:**

A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

D. A county shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.