



Cochise County

Development Services
Planning Division

Public Programs...Personal Service
www.cochise.az.gov

APPLICATION FOR A HOME OCCUPATION

Applicant's Name: _____

Name of All Property Owner(s) _____

Mailing Address:

Street #	Town	State	Zip code
Subject Property Address (if different than mailing address):			
Street #	Town	State	Zipcode

Email Address: _____

Phone Number: _____

Tax Parcel Number: _____

Current Zoning Designation: _____

Home Occupation is defined in the Cochise County Zoning Regulations as an activity carried on by the occupant of a dwelling as a secondary use, including personal and professional services. It is subject to the following regulations:

- A. The Home Occupation may occupy an area no greater than one-quarter (1/4) of the floor area of the residence, whether occurring within the residence or in a detached structure.
- B. Employees Allowed:
 - 1. Residents of the primary dwelling.
 - 2. Immediate family members, including spouse, child, sibling, parent, grandparent, grandchild, stepchild, or stepsibling, whether related by adoption or blood.
 - 3. Maximum of two individuals who do not meet the criteria B.1 or B.2
- C. Any outdoor display or storage of materials, goods, supplies, or equipment shall be prohibited, other than the signs noted below.
- D. The generation of noise, vibrations, noxious odors, dust, heat, or glare detectable beyond any property line or the storage or use of hazardous materials of a type and amount that could create

Bisbee Office
1415 Melody Lane, Building F
Bisbee, Arizona 85603
520-432-9300
520-432-9278 fax
planningandzoning@cochise.az.gov

safety concerns or are not appropriate to dispose of in residential garbage or sewer systems is prohibited.

- E. No parking or delivery activity that causes on-street parking congestion or a substantial increase in traffic through the residential area.
- F. There shall be no change to the residential appearance of the premises.
- G. There shall be allowed one on-site non-illuminated permanent sign not to exceed four square feet with a maximum height of five feet, and vehicular signs.

How a Home Occupation Application is Processed

- 1. The property owner or authorized agent completes and submits this application to the Planning Division.
- 2. The application is reviewed. The applicant is informed in writing whether the application was approved or denied.

Is a Home Occupation Permit the Same as a Business License?

No. Approval for a Home Occupation from the County provides the property owner permission to conduct a proposed activity on a specific property. It's intended to prevent a business from adding significant traffic, noise, or other zoning concerns such as dust or odors that would interfere with the surrounding homeowners' use and enjoyment of their property. This is not the same as a business license, and it does not confirm or acknowledge that someone is conducting a business from a taxing standpoint.

Required Submittals

- 1. This application
- 2. A site plan - see our website for an example site plan:
<https://www.cochise.az.gov/development-services/home-occupations>

No home occupation may be conducted without prior application approval from the Planning Division. All home occupations are subject to inspection and revocation of approval if there is reason to believe that the occupation has expanded or exceeded what is approved.

Total square footage of the existing principal structure: _____

Total square footage necessary for the proposed home occupation: _____

Describe the nature of the proposed home occupation, the activities that will take place, and the primary function of the proposed space:

Where will all activities associated with the home occupation occur? Select one.

- The existing principal structure
- In an existing accessory structure
- In an accessory structure that is either under construction or proposed

If you intend to construct a new structure or renovate an existing structure AND the value of the construction/renovation meet or exceeds \$1,000 in value, please include the permit number and approval date: _____

If applicable, what materials will be used to construct a new building(s)? (Note, for an existing building(s), please also list the construction type(s), i.e., factory-built building, wood, block, metal).

Will any additional employees be required beyond residents of the primary dwelling or immediate family members, including: spouse, child, sibling, parent, grandparent, grandchild, stepchild or stepsibling, whether related by adoption or blood? Select one.

- Yes. If yes, how many additional employees? _____
- No

Will there be any outdoor display or storage of materials, goods, supplies or equipment? Select one.

- Yes
- No

Will any noise or vibrations be produced that can be heard or felt on neighboring properties on a regular basis? If yes; describe the level and duration of this noise. What measures are you proposing to prevent this noise from being heard on neighboring properties?

Will odors, heat, or glare be created from activities associated with your home occupation? If yes, what measures will be taken to prevent this heat, odor, or glare from escaping onto neighboring properties?

Will any on-site activities attract pests, such as flies or mice? If yes, what measures will be taken to prevent a nuisance on neighboring properties?

Will additional dust be created on a regular basis? If yes, what measures will be taken to prevent this dust from escaping onto neighboring properties or roadways?

What materials will be used to construct the new building(s)? (Note, for an existing building(s), please also list the construction type(s), i.e., factory-built building, wood, block, metal).

How many on-site parking spaces are required, not including those required for your personal vehicles? _____

Total average daily traffic generated (associated with the home occupation):

How many vehicles will be entering and leaving the site (per day)? _____

Total trucks (e.g., by type, number of wheels, or weight)? _____

Will the proposed use require the establishment of a new septic system? Select one.

Yes No I'm unsure

Will there be any signage associated with the home occupation? Select one.

- Yes, and I understand I may only have one on-site non-illuminated permanent sign not to exceed four square feet with a maximum height of five feet (this includes signs affixed to vehicles)
- No, there will be no signage

It is the applicant's responsibility to obtain any additional permits and meet any additional conditions if any, that may be applicable to the proposed activity pursuant to other federal, state, or local laws or regulations. I hereby request all inspections necessary to process this application, and if the permit is issued, I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit. Failure to obtain permits may result in fines or other penalties.

I CERTIFY THAT THE ABOVE STATEMENTS AND ANSWERS ARE TRUE AND COMPLETE.

Applicant Signature

Date