



HOME OCCUPATIONS  
APPLICATION FORM

**Sales Tax License:**

If your business involves the sale of goods incidental to the primary nature of the business, you may be required to obtain a separate sales tax license from the City of Littleton Finance Department (303-795-3768). For example, the sale of hair care products to the customers of a beauty shop operated in the home is permitted, provided a sales tax license has been obtained from the City.

**Standards for Home Occupations:**

The complete set of performance standards are found in Section 10-4-5(B) of the Littleton Zoning Ordinance. In summary, and with a few exceptions stated in the Zoning Ordinance, the following standards apply to all home occupations: (Please answer the following questions by indicating "yes" or "no" after the explanation of the standards).

1. The use(s) shall be operated entirely within the principal structure, and only by its permanent residents. Is the business operated entirely within the principal structure? \_\_\_\_ Are you the permanent resident? \_\_\_\_  
**No employees can report to your residence.**
2. The uses shall not generate excessive vehicular traffic, and parking shall be restricted to existing on-street and on-site parking. Not more than four vehicles shall be parked at the location at any one time. The total number of round trips per day generated by the home occupations shall not exceed fifteen. Will this business generate excessive vehicular traffic? \_\_\_\_ Will more than four vehicles be parked at this location at any one time? \_\_\_\_ Will the total number of round trips per day generated by the home occupation exceed fifteen? \_\_\_\_  
**No commercial vehicles can be parked at your residence.**
3. Retail or wholesale of products are not permitted unless the sales are commonly related to the service provided; or purchase of the products is by telephone (or by other electronic means or by mail) and delivery is made by mail or parcel delivery service. Are the products sold related to the service provided? \_\_\_\_ Are the products purchased by telephone and delivery made by mail or parcel delivery service? \_\_\_\_
4. The uses are limited to the interior of the principal structure, and no external evidence is allowed, including signs. Do you need a sign to promote your business? \_\_\_\_
5. Not more than 20% of the total floor area of the home, including an attached garage, can be used for the home occupation and any storage of materials or products. What percentage of your total floor area of the home will be used for your home occupation business? \_\_\_\_

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**ALL HOME OCCUPATIONS SHALL BE REGISTERED WITH THE DEPARTMENT OF COMMUNITY DEVELOPMENT. AN INSPECTION OF THE PREMISES MAY BE REQUIRED.**

**Call 303-795-3738 to schedule an inspection during normal city business hours.**

**The inspection, if required, must be completed prior to approval of the home occupation application.**

**Inspection by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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*➤ I have read and will comply with the above zoning regulations. ◀*

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return the **application fee (see fee sheet)** & make checks payable to CITY OF LITTLETON) and **completed form**

to: City of Littleton  
Building & Code Enforcement Divisions  
2255 West Berry Avenue  
Littleton CO 80120

HOME OCCUPATIONS  
APPLICATION FORM

**HOME OCCUPATIONS**  
**ZONING REGULATIONS**

10-4-5: **HOME OCCUPATIONS:** The following activities are permitted as home occupations in all residential zone districts in order to provide residents of the City with an option to utilize their residences as a place to enhance or fulfill personal economic goals while maintaining neighborhood integrity and preserving the residential character of the neighborhood. Such uses shall meet all conditions and requirements for the particular zone district in which the activity is located, and the standards contained in Section 10-4-5(B). (*ORD. 18, 1997*)

(A) Home Occupations Permitted:

1. Custom dressmaking, millinery, tailoring, and sewing of draperies and/or home furnishings;
2. Laundering and pressing;
3. Fine arts studio, in which instruction is given in fine arts for groups of not more than four persons;
4. Home childcare, as defined in Section 10-1-2 of this Title. The following conditions must be met unless the provider is only caring for children from one family other than the provider's own, in which case there are no restrictions.
  - a. Children for which care is being provided shall be 16 years of age or less. For purposes of establishing the number of children permitted, only those children of the operator, which are 12 years of age or less, shall be considered.
  - b. The operator must possess a current appropriate state license.
  - c. An off-street vehicle passenger loading/unloading space shall be provided.
  - d. A fenced outdoor play space shall be provided containing at least 75 square feet of area per child for the total number of children for which the facility is licensed.
  - e. Full-time care may be provided for not more than two additional children between the end of school in the spring and resumption of classes in the fall, if the operator is licensed by the State for such care.
5. Office of any type, provided merchandise is not displayed, exchanged or sold directly from the premises;
6. Repair of clock and watches, but not including the sale of such items;
7. Tutoring of not more than four (4) persons at any one time;
8. Beauty shop; and
9. Other home occupations determined by the Zoning Official to be of similar character and impact as the activities listed above.

(B) Standards for Home Occupations: Unless otherwise state in Section 10-4-5(A) of this Title, the following standards apply to all home occupations in both single-family and multiple-family zone districts, and for home occupations conducted in residences in the T, CA, and PD Zone Districts:

1. One or more home occupations may operate in each dwelling unit; however, no home occupation and home based business may operate in the same dwelling unit; (*ORD. 18, 1997*)
2. The uses shall be operated entirely within the principal structure, and only by its permanent residents;
3. The uses shall not generate excessive vehicular traffic or parking in the area of the principal structure. Parking shall be restricted to existing on-street and on-site parking associated with the principal structures. Not more than four (4) vehicles shall be parked at the location at any one time as the result of operating home occupations. The number of round trips per day generated by the operation of home occupations shall be deemed excessive if they exceed fifteen (15);
4. Retail or wholesale sales of supplies or products are not permitted unless said sales are commonly related to the service provided at the location of the home occupation or delivery of said supplies or products is by mail order; (*ORD. 18, 1997*)
5. The uses are limited to the interior of the principal structure and no external evidence of such operations, such as signage, is allowed; and (*ORD. 18,1997*)
6. The performance standards specified in Sections 10-4-6 and 10-4-7 shall apply.
7. The area of the residence to be used for the home occupation, including any storage of materials or products, shall not exceed twenty percent (20%) of the total floor area of the home, including the attached garage. (*ORD. 18, 1997*)