



Planning & Building Department
 130 S. McKinley Avenue Phone: 303.857.6694
 Fort Lupton, CO 80621 Fax: 303.857.0351
www.fortluptonco.gov

Home Occupation Application

All sections are required to be typed or legibly printed in ink.
 Pre-Application meeting may be required with the Planning Department

Applicant Information

Full Name: _____
 Business Address: _____
 Business Name: _____
 Phone No. _____ Email: _____

About the Business

The home occupation shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and must not change the residential character thereof. The following uses shall not be permitted as home occupations: motor vehicle, boat or trailer repair, or service; machine or welding shops; sexually oriented businesses; or any businesses that attract more than two (2) clients or customers at any one (1) time. (ord. 2006-869 pt. 1)

- 1) What type of business will you be operating out of your home? Describe in detail what functions of the business will be conducted in the home, including any products that will be retailed. _____

- 2) What is the start-up date of your business? _____
- 3) What will the hours of operation be for the business? _____
- 4) Will clients or customers come to your home? No Yes how many per day? _____
- 5) Including yourself, how many employees will be on site? _____
- 6) Where will employees and/or customers be parking? _____
- 7) Will you receive deliveries at your home? No Yes how many per week? _____
- 8) Will oversized trucks be delivering to your home? No Yes
- 9) Will you be storing any material and/or merchandise on site? No Yes where? _____
- 10) Will you be placing any signage on the dwelling? No Yes please describe: _____
- 11) Will there be any nuisances associated with your business? No Yes please describe: _____

Certificate & Signature

I certify that I am the owner of the property listed on this application. I agree to comply with all conditions and requirements of Section 16-65 of the Fort Lupton Municipal Code. I have read and understand the Home Occupation code requirements and understand that if I do not comply with these conditions and requirements that my Home Occupation permit can be revoked by a designated Fort Lupton city official without prior warning and a code citation may be issued.

Signature: _____ Date: _____

Space used by the home occupation shall not exceed five-hundred (500) square feet or thirty percent (30%) of the total floor area of the dwelling, whichever is less. The home occupation shall be conducted entirely within the dwelling or designated accessory buildings.

You may use the grid below to lay out the space being used for the home occupation. Include all applicable structures on the drawing, parking, the dwelling and/or accessory building square footage and the number of square feet being used for the home occupation. You are free to use a different format for the site plan if it is preferred.

_____ sq. ft. _____ % being used

Office use only

Parcel Number:	Zoning Designation:
Fire district comments:	Date received:
Police department comments:	Date received:

Application status:

Approved Denied

Planning Director: _____ Date: _____