

Dear Business Owner,

Welcome to the Town of Oro Valley. This packet is intended to guide Oro Valley residents through the process of obtaining a license to operate a business from a private home. In this packet you will find applications, a questionnaire to determine code compliance, tax information along with contact numbers for any questions you might have.

The zoning code allows residents of the community a broad choice in the use of their homes as a place of livelihood and the production or supplementing of personal and family income. There are established standards in the code to ensure business activities are incidental to, and compatible with the residential character of the neighborhood.

Some home businesses may not have a discernible impact on the residential character of the neighborhood and are allowed with the Planning and Zoning administrator's approval without a public hearing.

Other types of home occupations may have the potential for a minor or adverse impact to the neighborhood and are reviewed at a public hearing by the Planning and Zoning Commission.

Once you have completed the required documents, staff will determine the appropriate review and approval process for your specific business.

Please complete the attached applications and questionnaire along with applicable fees and forward to the:

Town of Oro Valley Clerk's office
11,000 N. La Canada Drive
Oro Valley, AZ 85737
520-229-4700

You may also contact the Planning Division, at 520-229-4800, with any questions relating to the zoning code standards for home occupations.

Fees

The business license fee must be submitted along with the completed application and questionnaire. Fees are prorated as follows:

January	\$80.00	May	\$53.33	September	\$26.67
February	\$73.33	June	\$46.67	October	\$20.00
March	\$66.67	July	\$40.00	November	\$13.33
April	\$60.00	August	\$33.33	December	\$ 6.67

The Town accepts cash, checks or credit cards for payment of the fee. Please make checks payable to the Town of Oro Valley.

Tax info

Oro Valley has a 2.5% local sales tax in addition to the 6.1% sales tax collected by the State and Pima County. Businesses selling a product or engaging in a service that is subject to tax, must obtain an Arizona Transaction Privilege (Sales) Tax Number. For more information, go to: www.azdor.gov/Business/LicensingGuide.aspx or call the Oro Valley Finance Department at 520-229-4728. See attached tax information sheet.

Types of licenses

Type I home occupation licenses are allowed with the Planning and Zoning administrator's approval without a public hearing. The fees listed above apply and the applications included in this packet are generally all the documents needed.

Type II home occupation licenses may be granted or denied by the Planning and Zoning Commission after a public hearing and a finding that the use meets the home occupation standards of the zoning code. Type II licenses may be revocable, conditional, or valid for a term period

If it is determined that your application will need to be reviewed by the Planning and Zoning Commission, an additional fee of \$390.00 and submittal documents will be required.

Decisions of the Planning and Zoning Commission may be appealed to the Town Council.

Inspections

A home occupation property owner shall permit inspections of the premises by the Planning and Zoning Department to determine compliance with this chapter.

Violations

The Planning and Zoning Administrator may cite any home occupation use for non-compliance with the criteria set forth in the zoning code and/or conditions set by the Planning and Zoning Commission. Revocation may take place at any time it is determined the home occupation is in non-compliance. If the permit is revoked, it becomes null and void, and said use shall be terminated immediately.



Town of Oro Valley Home Occupation License Application

Section 1: Business Location Information

Business Name (<i>Legal owner and DBA</i>):		
Street Address (<i>Must be physical location of the business. No P.O. Boxes or postal service facilities</i>)		
City: ORO VALLEY	State: AZ	Zip Code:
Phone No.:	Email:	
AZ Transaction Privilege (Sales) Tax No:	Business Website:	

Section 2: Business Ownership

Ownership: Sole Proprietor <input type="radio"/> Corporation <input type="radio"/> LLC <input type="radio"/> Partnership <input type="radio"/> Other <input type="radio"/>			
Owner or Corporate Officer Name:			Title:
Street Address:			Email:
City:	State:	Zip Code:	Phone No.:

I understand and agree to the conditions of the OVZCR Section 25.2.D. Violation of any of the conditions will void all home occupation approval. I understand that the issuance of a business license by the Town of Oro Valley does not necessarily mean that my business has complied with all county, state and federal requirements which may apply to my business. Under penalty of perjury, I declare that the information on this application and attached documents, to the best of my knowledge is true, correct and complete.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Section 3: For Official Use Only – Note: Required document must be received and approved before business license is issued.	Staff initials when complete	Date Received or N/A if not applicable
Licensing Eligibility and Verification		
Approved identification		
Zoning Questionnaire		
Property owner approval (if applicable)		
Site plan and floor plan drawings		
Solicitor license, if applicable		
Pima County Health Permit for food related businesses		
Payment Information: Cash Check Credit Card		



TOWN OF ORO VALLEY LICENSING ELIGIBILITY AND VERIFICATION SHEET

Pursuant to ARS § 41-1080, before issuing a license to an individual, the individual must present specific documentation to the Town of Oro Valley indicating that the individual's presence in the United States is authorized under federal law.

To become or remain eligible for your business license, please complete this form and return it, along with a photocopy showing **BOTH** sides of your identification to the Oro Valley Town Clerk's Office located in the Administration Building at 11000 N. La Canada Dr., Oro Valley, AZ 85737.

Check the box next to the document indicating lawful presence.

	An Arizona driver's license issued after 1996 or an Arizona non-operating identification license.
	A driver's license issued by a state that verifies lawful presence in the United States. (See Overview of States' Driver's License Requirements)
	A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
	A United States certificate of birth abroad.
	A United States passport.
	A foreign passport with a United States visa.
	An I-94 form with a photograph.
	A United States citizenship and immigration services employment authorization document or refugee travel document.
	A United States certificate of naturalization.
	A United States certificate of citizenship.
	A tribal certificate of Indian blood.
	A tribal or bureau of Indian affairs affidavit of birth.

This provision does not apply to an individual if **all** of the following apply:

1. The individual is a citizen of a foreign country, or, if at the time of application, the individual resides in a foreign country.
2. The benefits that are related to the license do not require the individual to be present in the United States in order to receive those benefits.

By my signature below, I hereby certify, under penalty of perjury that the copy of the document I am providing is a true and accurate copy of the original document and that I am legally authorized to be present in the United States.

SIGNATURE OF LICENSEE

DATE

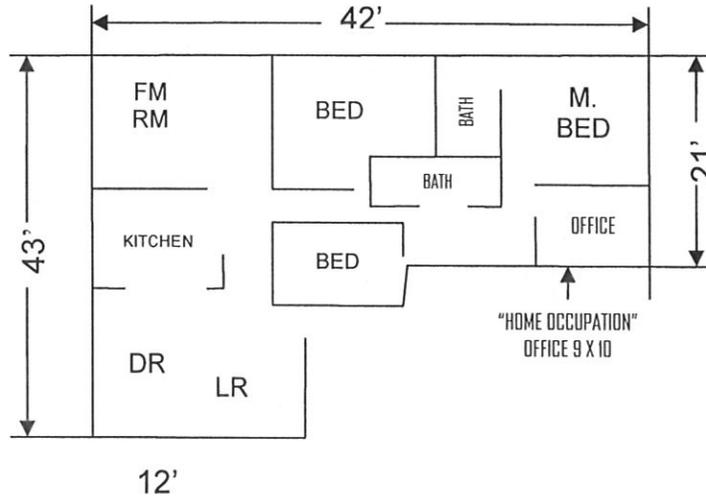
SIGNATURE OF TOWN EMPLOYEE

DATE

TOWN OF ORO VALLEY
HOME OCCUPATION SITE INFORMATION

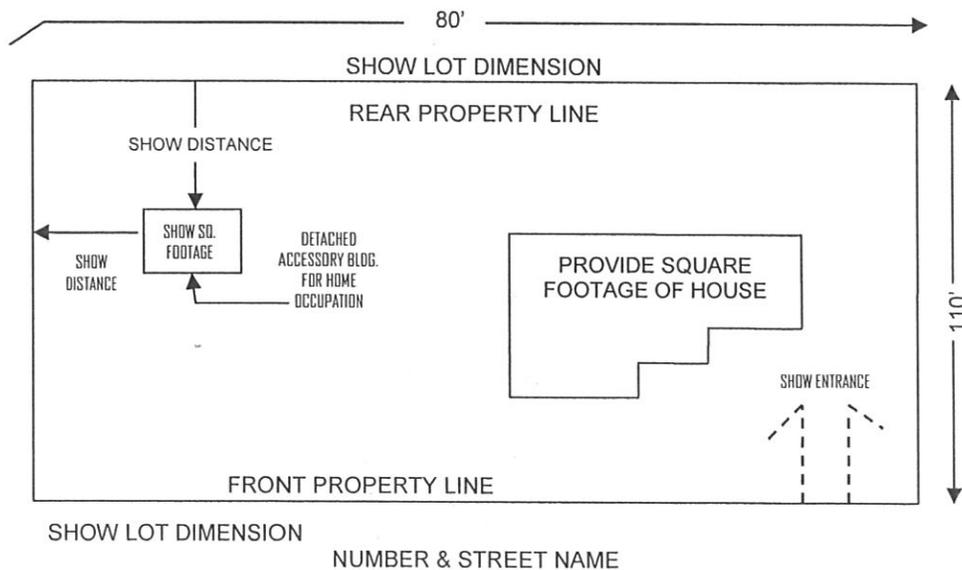
FLOOR PLAN AND SITE PLAN

FLOOR PLAN: Provide a sketch of the house floor plan showing the location of the home occupation (**see example below**). Provide the total square footage of the house and the square footage of the area used for the home occupation. You may be able to locate a floor plan by visiting the Pima County Assessor's website and searching for the property record card (PRC).



SITE PLAN: Provide a site plan of the property with the following information (**see example below**):

- a) Lot Dimension
- b) North directional arrow
- c) Label front, side and rear
- d) If the proposed home occupation will possess a company vehicle, please show the location for the vehicle.
- e) If the proposed home occupation is in a detached accessory building, please show the location of that building and its square footage.



TOWN OF ORO VALLEY
HOME OCCUPATION SITE INFORMATION

FLOOR PLAN AND SITE PLAN
SEE PREVIOUS PAGE FOR GUIDELINES.

FLOOR PLAN:

SITE PLAN:

Zoning Questionnaire to be completed by applicant

Provide a detailed description about your home based business, its products and services. Specifically what activities take place at the home address?							
Applicant please submit the following items:							
1. Provide a site and floor plan of the property showing how much of the home and property is used for the business. See attached example.	<i>Completed</i> <input type="checkbox"/>						
2. Do you own or lease the property where the home business is located?	Own <input type="checkbox"/> Owner's go to #4	Lease <input type="checkbox"/> Renter's go to item #3					
3. Provide written permission from the property owner to operate the home based business.	<i>Completed</i> <input type="checkbox"/>						
Please acknowledge, with your initials, that you have read each of the following requirements or provide answers to the questions.							
4. Hours of operation for any external activities such as customer parking, deliveries, etc. are limited to between 7:00 a.m. and 8:00 p.m.	<i>Initial here</i>	<i>This column is for staff use only</i> <i>X indicates possible further review</i> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><i>Type</i></td> <td style="text-align: center;"><i>Type</i></td> </tr> <tr> <td style="text-align: center;"><i>I</i></td> <td style="text-align: center;"><i>II</i></td> </tr> </table>		<i>Type</i>	<i>Type</i>	<i>I</i>	<i>II</i>
<i>Type</i>	<i>Type</i>						
<i>I</i>	<i>II</i>						
5. The business shall not produce sustained or obnoxious odors, vibrations, glare, fumes, dust, heat or electric interference which are detectable to normal sensory perception beyond the perimeter of the property.	<i>Initial here</i>						
6. No person shall negligently make, cause, or permit unreasonable noise.	<i>Initial here</i>						

Employees		Type I	Type II
7. A home occupation must be primarily operated by person(s) living in the home.	<i>Initial here</i>		
8. How many employees will work in the home who do not live in the home?	<i>Provide a number here:</i>	0-1	Max 2
9. Additional employees may be employed provided they do not report to the home for any purpose.	<i>Initial here</i>		
Parking/Traffic			
10. Will you receive commercial deliveries at the home business address?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
11. If yes to #10, How many deliveries do you expect?	<i>Provide answer here:</i>		
12. If yes to #10, Describe the product and volume expected to be delivered	<i>Provide answer here:</i>		
13. Deliveries for the business must come by way of a vehicle that customarily delivers items to residential areas (SU-30, single unit trucks). No semi-truck deliveries.	<i>Initial here</i>		
14. Deliveries shall not occur between the hours of 8:00 p.m. to 7:00 a.m.	<i>Initial here</i>		
15. Will customers or clients come to the home for business?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
16. If yes to #15, How many clients or customers do you expect?	<i>Provide answer here:</i>		
17. If yes to #15, What time of day do you expect to have customers at the home?	<i>Provide answer here:</i>		
18. Existing parking on the property of the home business shall be used to accommodate vehicles for the business.	<i>Initial here</i>		
19. Does this business provide child care for 5 to 10 children ages 12 and under?	No <input type="checkbox"/> Yes <input type="checkbox"/>		X
20. Will the business result in visitors, customers, or deliveries with a potential for creating vehicular traffic in excess of that normally and reasonably occurring in a residential area.	No <input type="checkbox"/> Yes <input type="checkbox"/>		X

Vehicles			
21. Vehicles owned by the business must be parked on the property.	<i>Initial here</i>		
22. Quantity: Limited to 1 business vehicle.	<i>Initial here</i>		
23. Business vehicle is limited to a passenger car, van or pick-up truck.	<i>Initial here</i>		
24. Size: Maximum overall length of business vehicle 25' and height 8'.	<i>Initial here</i>		
25. Vehicles must be kept in a carport, garage or shielded from view from adjoining neighbors by landscaping, fencing, etc.	<i>Initial here</i>		
26. Utility trailers used for the business shall be parked <u>inside</u> an enclosed building or screened from view using opaque landscaping, fencing, etc.	<i>Initial here</i>		
Property		Type I	Type II
27. The home occupation shall be clearly incidental and subordinate to the residential use of the property.	<i>Initial here</i>		
28. A home occupation shall be conducted entirely within the primary dwelling unit or within a detached accessory building. See section 25.2.c.3.c for accessory building standards.	<i>Initial here</i>		
29. Is the primary business activity outdoors?	No <input type="checkbox"/> Yes <input type="checkbox"/>		X
30. If yes to #29, explain the outdoor activities related to the business.	<i>Provide answer here</i>		
31. There shall not be outdoor activities related to the home occupation on the premises with the exception of playground equipment for child care or as allowed by subsection 2.B.	<i>Initial here</i>		
32. There shall be no alteration of the residential floor area that creates a solid barrier between the business and the residence.	<i>Initial here</i>		
33. There shall be no alteration of the property's exterior residential appearance.	<i>Initial here</i>		

34. Commercial dumpsters are prohibited	<i>Initial here</i>		
35. Signs are not allowed for the business	<i>Initial here</i>		
36. The business shall not occupy more than 25% of the entire home's floor area. This must be demonstrated in the site/floor plan drawing you will submit as requested by item #1.	<i>Initial here</i>		
Storage			
37. Will the home business have equipment, materials, vehicles stored on the property?	No <input type="checkbox"/> Yes <input type="checkbox"/>		
38. If yes to #37, Explain what is stored at the home.	<i>Provide answer here</i>		
39. Storage of toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other hazardous materials must comply with the CURRENT International Building Code and/or the International Fire Code and shall not create an unsafe condition.	<i>Initial here</i>		
40. There shall be no process or materials used which are hazardous to public health, safety, or welfare.	<i>Initial here</i>		
41. There shall be no display of products or inventory at the home.	<i>Initial here</i>		
42. There shall not be on site storage or use of tractor trailers, semi-trucks or heavy equipment associated with the business.	<i>Initial here</i>		
Accessory building			
43. No more than 1 detached building shall be used for the home occupation	<i>Initial here</i>		
44. The business shall not occupy more than 200 square feet of floor area of the detached accessory building.	<i>Initial here</i>		
Prohibited:			
45. Does your home business keep, care and/or sell animals on the property? Do not include pets.	No <input type="checkbox"/> Yes <input type="checkbox"/>	X	X
46. Does your business include any of the following: Automobile, motorcycle, boat or vehicle repair, parts, sales, upholstery, detailing, washing or painting on the property?	No <input type="checkbox"/> Yes <input type="checkbox"/>	X	X

It is the responsibility of the applicant to review all applicable sections of the Oro Valley Town Code, Zoning Code and any other Town regulations that may affect the applicant's business. All Oro Valley codes can be found online at www.orovalleyaz.gov. The entire Home Occupation code is in Chapter 25.2.D of the Zoning Code.

Under penalty of perjury, I declare that the information I provided in this questionnaire and attached documents, to the best of my knowledge is true, correct and complete.

Signature: _____ Date: _____

Printed Name: _____ Title: _____