



**CITY OF COEUR D'ALENE**  
MUNICIPAL SERVICES DEPARTMENT  
710 EAST MULLAN AVENUE  
COEUR D'ALENE, ID 83814  
(208) 769-2229 or [ksetters@cdaid.org](mailto:ksetters@cdaid.org)

(Office Use Only) \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Receipt No \_\_\_\_\_  
Date \_\_\_\_\_  
License No \_\_\_\_\_  
Date Temporary Issued \_\_\_\_\_  
Date License Issued \_\_\_\_\_ By \_\_\_\_\_

## Home Occupation Application

**Fee: \$50 – Expires Annually on December 31**

### APPLICANT INFORMATION

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I am the ☐ recorded property owner ☐ purchasing (contract) ☐ lessee (renter) as of: \_\_\_\_\_  
Date

### STAFF/PARTNERS

Do you have: ☐ Employees/Staff ☐ Partners ☐ Volunteers ☐ Not Applicable  
Do any of these people live at this address? ☐ Yes \_\_\_\_\_ ☐ No

List who

Please list the names of all persons involved with your business including yourself  
(attach a second sheet if necessary):


### NATURE OF BUSINESS

Describe your home business (What you do and how you do it): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List square footage of dwelling (a): \_\_\_\_\_ List square footage of space used for occupation (b): \_\_\_\_\_

What percentage of the dwelling space is used for business? \_\_\_\_\_% (Divide (b) by (a) noted above)

Outdoor space is used for business purpose? ☐ Yes \_\_\_\_\_ ☐ No  
How are you using it?

What type of signs do you plan to install? \_\_\_\_\_ Square Footage \_\_\_\_\_

What vehicles are used for your business? \_\_\_\_\_

Explain type and load capacity: \_\_\_\_\_

How many trips are generated daily? \_\_\_\_\_

How many trips are generated weekly? \_\_\_\_\_

### ACTIVITY OF BUSINESS

How do you generate business? ☐ Sales ☐ Advertising ☐ Displays ☐ Provide Service(s) ☐ Goods/Food

If yes, please include a description/why/or quantity

Will customers be coming to or going from your home? ☐ Yes \_\_\_\_\_ ☐ No

Ammunition/Reloading for sale ☐ Yes \_\_\_\_\_ ☐ No

Arts and Crafts for resale ☐ Yes \_\_\_\_\_ ☐ No

Auto Body Repair/Painting ☐ Yes \_\_\_\_\_ ☐ No

Auto Repair ☐ Yes \_\_\_\_\_ ☐ No

Bed and Breakfast ☐ Yes \_\_\_\_\_ ☐ No

Chemical Storage of any kind ☐ Yes \_\_\_\_\_ ☐ No

Cleaning Solvents/Cleaning Materials ☐ Yes \_\_\_\_\_ ☐ No

Do you use materials accompanied by a material safety datasheet? ☐ Yes \_\_\_\_\_ ☐ No

Do you do any welding/cutting? ☐ Yes \_\_\_\_\_ ☐ No

Do you do any woodworking? ☐ Yes \_\_\_\_\_ ☐ No

Are you making any alterations to your home or property? ☐ Yes \_\_\_\_\_ ☐ No

Will you have unusual usage of utilities? ☐ Yes \_\_\_\_\_ ☐ No

Name all equipment/materials used in your business \_\_\_\_\_

What kind of indoor storage is used for your business? \_\_\_\_\_

### CHILDCARE

For childcare, calculate the amount of space (square footage) you will occupy if the children are doing the same activity together at the same time: \_\_\_\_\_

Do you provide childcare for more than 1 set of parents? ☐ Yes \_\_\_\_\_ ☐ No

Do you provide childcare for more than 9 children?  
(Include own under 6 years of age) ☐ Yes \_\_\_\_\_ ☐ No

The submitted information is true, accurate and complete. I have read the Coeur d'Alene Municipal Code regarding Home Occupations and agree to abide by regulations by the filing of this application for the Home Occupation as described above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

☐ **Approved**

☐ **Denied**

\_\_\_\_\_  
Signature of City Clerk

\_\_\_\_\_  
Date

## DETAILED SITE PLAN

The site plan must provide detailed information on the parcel, and the area to be used for the home occupation.

Please show the following information:

- Home or building dimensions with driveway
- How many cars can park in the driveway
- Label the garage as a one-car or two-car garage
- Sign location
- Building setbacks from property line
- Show area used for Home Occ. and call out the square footage of the area used for the Home Occ.

[illegible]

Applicant Signature \_\_\_\_\_

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Date \_\_\_\_\_

