



## YAVAPAI COUNTY DEVELOPMENT SERVICES

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10 S. 6<sup>TH</sup> STREET, COTTONWOOD, AZ 86326 PHONE 928.639.8151

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### **WHAT TO EXPECT: HOME OCCUPATION PERMIT (HO)**

- Please Read this document in its entirety before using the online portal to apply for a permit.

**Be Prepared:** Information to have ready and submittal requirements are noted below.

**Register:** You will need to register in the online Citizenserve Portal [here](#) if you have not already done so. Please remember your email address and password; you will need them for future log-ins.

**Start your Online Application:** When you have followed the steps above, you can initiate an application using the Citizenserve portal. You will need to log in -> Scroll down to the Online Services and choose -> Apply for a Home Occupation Application -> Project Type: -> Home Occupation Permit (default) -> Sub Type: choose which type applies to your business. Enter the Project Description, an Address or Parcel number of the subject property and follow the prompts.

**Submit:** Clicking submit at the end of the questions will create your application. You will be able to see your application in your account under View My requests. If you need to make changes later, you may contact staff for assistance.

**Filing Fees:** All application fees are **non-refundable** regardless of approval or denial and must be paid once the application has been deemed as a complete submittal by Planning staff. Once staff understands the proposal, fees are calculated using the [fee schedule](#) as approved by the Board of Supervisors.

**Application Review:** Once it has been determined by staff that your application is complete, and all submittal requirements, along with any other necessary documentation requested by the Planning staff or the Director has been provided, your application will be forwarded to various reviewing agencies for their review and comment. Please visit our [Planning Application Review Times](#) for more information.

**Communication:** To check the status of your application choose "View My Requests" in your "My Account" section when logged into Citizen Serve. If you have additional questions or additional information to provide call 928-771-3214 or email [planning@yavapai.gov](mailto:planning@yavapai.gov), Please be sure to reference your application number.

### **ONLINE SUBMITTAL REQUIREMENTS**

Requirements are based upon the standards outlined in *Section 543 of the [Yavapai County Planning & Zoning Ordinance](#)*. See the required criteria as outlined on the Home Occupation General Overview on the next page or discuss required information needed with staff during your Preliminary Planning Meeting (PPM).

### **OTHER PERMITS MAY BE REQUIRED**

In addition to the Home Occupation (HO), a building permit may be required for the construction or alteration/improvement to any structure after approval of a Home Occupation Permit. If such construction is planned, the applicant(s) should obtain and familiarize themselves with zoning requirements, as well as the requirements of the Building Safety Unit.



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## HOME OCCUPATION GENERAL OVERVIEW

A Home Occupation shall comply with all regulations and standards set out in *Section 543 of the [Yavapai County Planning & Zoning Ordinance](#)*.

**Preliminary Planning Meeting (PPM):** A Preliminary Planning Meeting is required and must be submitted via the online Citizenserve portal, prior to submitting your formal application and will include a meeting with the project's representative (e.g., owner, applicant, sponsor, agent, and architect), and a Planner. After the PPM, if the applicant decides to move forward, a formal application will need to be submitted for review and approval by staff and final approval by the Development Services Director. Visit our [Planning Applications](#) website for more information on Preliminary Planning Meetings (PPM).

**Home Occupation Definition:** A use within a primary dwelling or in an attached or detached structure carried on by residents thereof for gain, which use is merely incidental to the residential use and does not change the character thereof by display or otherwise. *As defined under Section 204 (Definitions)*, subject to approval by the Development Services Director.

**Submittal Requirements:** [The following criteria will need to be met for the Home Occupation to be approved:](#)

- The use is incidental to the residential use of the dwelling.
- No person other than the resident of the dwelling shall be employed in the conduct of the home occupation.
- The use will not generate vehicular or pedestrian traffic more than that which is normally associated with residential use in the same District. Note: Movement of a vehicle in one direction for a maximum of ten (10) one-way vehicle movements is considered to be the daily norm.
- There will be no exterior indication of the home occupation, including signs.
- The use will not create noise, odor, dust, fumes, vibration, smoke, electrical interference, or any other interference with residential uses of adjacent property.
- The appearance of the structure or premises will not be so altered or the conduct of the occupation within the structure be such that it can be recognized as a non-residential use.
- There will be no storage of materials and/or supplies, including vehicles or equipment used in the occupation, indoors or outdoors, which will be hazardous to surrounding neighbors or detrimental to the residential character of the neighborhood.
- The home occupation will not utilize or rely upon delivery or service from large vehicles not customarily in residential areas.

A completeness review of an application is required per state law when an application is submitted. If it is determined that additional information is needed, to conduct an accurate technical review staff will advise you of the request and allow opportunity for the additional information to be provided. An application will not be processed until the additional information has been submitted and staff has had time to review the information. Visit our [Information for Scheduling Applications](#) document for more information.

**Approval/Denial:** The Home Occupation, where permitted, will comply with the required criteria and will be subject to review by the Development Services Director at any time. Violation of any of the criteria set out in Section 543 for a Home Occupation may result in termination of the Home Occupation permit.

**Appeals:** A decision of the Development Services Director approving, disapproving or imposing conditions regarding the Home Occupation may be appealed to the Board of Supervisors. An appeal is subject to an application for appeal being on file in the Development Services Department within thirty (30) days of notification of action taken on said Home Occupation.