



# CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616  
Phone #: (208) 939-0227 Fax #: (208) 938-3854

## HOME OCCUPATION PERMIT APPLICATION

FILE NO.: \_\_\_\_\_ FEE: \_\_\_\_\_

CROSS REF. FILES: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER  PURCHASER  TENANT

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

OWNER:  
 (Check if same as above) \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

SITE DATA	
Total Square Footage of Dwelling and Garage:	
Square Footage of Floor Area Devoted to Home Occupation:	
Number of Parking Spaces (excluding spaces for residents of dwelling):	

**Please answer the following questions.**

For any questions marked "YES", a written explanation must be provided on a separate piece of paper.

**FOR THE PROPOSED HOME OCCUPATION:**

**YES    NO**

- Will more than one person other than members of the family residing on the premises be engaged in such occupation?
  
- Will more than twenty five percent (25%) of the floor area of the dwelling unit and garage combined be used in the conduct of such home occupation?
  
- Will there be any changes to the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation?
  
- Will the home occupation involve clients visiting the property?
  
- Will traffic related to the home occupation, such as mail and parcel delivery, exceed a maximum of four (4) vehicle trips per day (a trip as defined in the most recent version of the institute of transportation engineers' "trip generation manual")?
  
- Will the home occupation involve any equipment or process which creates noise, vibration, glare, fumes, odors, or electrical interference, visual or audible interference in any radio or television receivers off the premises, or fluctuations in line voltage off the premises detectable to the normal senses off the lot?
  
- Will any materials or supplies related to the home occupation be stored outdoors?
  
- Will there be signage associated with the home occupation on the premises?

For any boxes checked "YES", a written explanation must be provided on a separate piece of paper.

### Application Submittal Requirements

Applicant Use		Staff Use
1.	<input type="checkbox"/> A completed Home Occupation Permit application.	<input type="checkbox"/>
2.	<input type="checkbox"/> A completed City of Eagle Business License application.	<input type="checkbox"/>
2.	<input type="checkbox"/> Payment of the \$50.00 Home Occupation Permit/Business License application fee.	<input type="checkbox"/>
3.	<input type="checkbox"/> One (1) 8 1/2" x 11" floor plan of the residence identifying the space(s) used in the conduct of the home occupation, including dimensions of such space(s).	<input type="checkbox"/>
4.	<input type="checkbox"/> Copy of the Deed.	<input type="checkbox"/>
5.	<input type="checkbox"/> <i>If the applicant is not the property owner, an <b>original</b> notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.</i>	<input type="checkbox"/>
6.	<input type="checkbox"/> Photograph(s) of the site.	<input type="checkbox"/>
7.	<input type="checkbox"/> Any additional information to aid in understanding the home occupation.	<input type="checkbox"/>

**IF THE ZONING ADMINISTRATOR DETERMINES THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND/OR IF OTHER UNFORSEEN CIRCUMSTANCES ARISE, THE PROCESSING OF THE APPLICATION MAY BE DELAYED.**

**Eagle City Code Section 8-3-5(L):**

L. Home Occupation:

1. Other than members of the family residing on the premises, no other persons shall be engaged in such occupation;
2. The use of the dwelling unit and attached garage for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty five percent (25%) of the total floor area of the dwelling unit and attached garage combined shall be used in the conduct of the home occupation. The home occupation shall be conducted entirely within the dwelling unit/attached garage. If the home occupation is conducted within a portion of the attached garage the parking area shall not be reduced below the minimum spaces required in section 8-4-5 of this title. Home occupations are prohibited within accessory structures;
3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation;
4. There shall be no traffic relating to the operation of the home occupation other than mail and parcel delivery which shall be limited to a maximum of four (4) vehicle trips per day (a trip as defined in the most recent version of the Institute of Transportation Engineers' "Trip Generation Manual");
5. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises;
6. No storage of materials or supplies outdoors;
7. It shall not involve the use of signs. (Ord. 820, 1-9-2020)

Eagle City Code Section Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

**NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.**

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree and indemnify, defend and hold the City of Eagle and its employees harmless from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of the application. Furthermore, I understand that if I cannot meet the standards shown above the City will not allow my home occupation to continue.

**"Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."**

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

Printed Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

City staff comments: \_\_\_\_\_

Signature of receipt by City staff \_\_\_\_\_ Date \_\_\_\_\_





**THE CITY OF EAGLE**  
**660 E. Civic Lane**  
**P.O. Box 1520**  
**Eagle, Idaho 83616**  
**208-939-6813**

**General Business License Application**  
**Annual Fee: \$25.00**

Complete this form and return to the Office of the City Clerk.

1. Name of owner or contact person(s): \_\_\_\_\_

2. Nature of trade, business or profession: \_\_\_\_\_

3. Name of business: \_\_\_\_\_

4. Address of business: \_\_\_\_\_

5. Mailing address if different: \_\_\_\_\_

6. Business phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

7. Are there additional locations for this business: YES \_\_\_\_\_ NO \_\_\_\_\_

8. Date opened or anticipated opening date: \_\_\_\_\_

9. Check applicable: **Home Occupation** \_\_\_\_\_ **Commercial Business** \_\_\_\_\_ **Non-profit Organization** \_\_\_\_\_

*NOTE: If you have a home occupation, you will need to obtain a home occupation permit from the Planning & Zoning Department prior to submitting your business license application. Attach copy.*

Please check if you do not wish your business information to be released to the public.

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

\_\_\_\_\_  
**Date**

**REQUIREMENTS & DEFINITION:**

Per Eagle City Code: No person shall engage in, prosecute or carry on any trade, business or profession within the limits of the City until such person or entity has registered with the City.

*Definition:* "Trade", "Business", and "entities, or "activities" excluding solicitor, special event, temporary merchant or vendor, which hold themselves out to the public as businesses, trades or professions regardless of size including such trades, businesses or professions constituting home occupations. In every case where more than one business, trade or profession shall be pursued or carried on in the same place by the same person at the same time, license must be taken out for each business accordingly.

**TERM OF LICENSE; RENEWAL:** All Licenses shall expire the last day of each year, and shall be dated from the first day issued until the last day of the current year. Each such general business license may be renewed before the end of each calendar year by notice to the City Clerk in writing, and payment of the license fee.

**PENALTY:** Any person who fails to obtain a business license shall be guilty of an infraction, punishable by a fine of \$50.00; failure to pay the fine within 30 days shall constitute a misdemeanor.

**FOR CITY HALL STAFF USE ONLY**

Fee paid \_\_\_\_\_ Date paid \_\_\_\_\_ Receipt No. \_\_\_\_\_