



HOME OCCUPATION ZONING PERMITS - Step-by-Step Guide

This guide explains the general zoning permit review process and describes the minimum submittal items required for most home occupation permits. Home occupation permits are issued to legally establish limited business activity out of your home. Even when the code allows the use, it is not considered legal until a permit has been issued by the city. Unlike other zoning use permits, home occupation permits are issued to a specific person (the resident operator of the business) and are not attached to the property or unit. These permits cannot be transferred to a new resident or tenant.

Home occupations are intended to be secondary or incidental to the home's primary use as a dwelling, and therefore may be limited in total size, number of employees (typically, none are allowed), signage, and hours of operation. Additional parking is not required for a permitted home occupation.

1 Getting Started

- Use the DevelopDENVER map at DenverGov.org/DS to find your zone district and other site-specific information for your property.
- Verify that your proposed home occupation is allowed in your zone district. If you are unsure, consult the Denver Zoning Code (DZC) or Former Chapter 59 zoning code (FC59) at www.denvergov.org/zoning. Look specifically at the District Specific Standards sections of the code, which are found in DZC, Articles 3-9 or in FC59, Article IV. (In the DZC, see Article 2 for help navigating the code, then choose the Article (3-9) that is relevant to your neighborhood context as indicated by the first letter of the zone district name: Suburban - Article 3, Urban - Article 5, Downtown - Article 8, etc.).

2 Submit Application Package and Pay Fee

- Submit a complete application package to zoning.review@denvergov.org or in person at the commercial zoning permit counter. Invoice for payment will be sent to the customer once the application is determined to be complete.
- The review will not begin until a complete package is received (see DZC 12.3.3.7 or FC 59, Sec. 59-41.b.1), including payment of fees.

3 Zoning Permit Approval and Next Steps

- If a submittal does not meet zoning requirements, staff may request resubmittal(s) to ensure plans comply with the zoning code and/or other city regulations as applicable.
- Zoning permits are issued when the review is complete and all plans and permits have been approved.
- Failure to obtain a zoning permit prior to establishing a use can result in the owner's or operator's inability to obtain business licenses. Additionally, Community Planning and Development can pursue criminal and civil penalties against property owners for failing to comply with zoning regulations. Other types of approvals, both city and state, may still be required for your project.
- The permit for an approved home occupation use expires when the resident operator who is specified in the permit no longer operates the home occupation use at that property.

To help you complete your application, page 2 contains home occupation definitions and descriptions. Review that which is most applicable to your proposal.



Adult Care Home

Provides less than 24-hour care of 4 or fewer clients who are over 16 years of age.

Animal Care Services (A permit is not necessary for keeping household pets as long as the limitations in DZC, Sec. 11.8.5.1.A or FC59, Sec. 59-87.(b).(2).c. are met.)

Daycare or boarding for household animals of a type and number specifically permitted in the zoning code. Retail sales of animals are prohibited, but cleaning and grooming services are permitted.

Artist Studio/Fine Arts Studio

Creation of individual works of art, music or photography. Mass production or retail sales from the home are prohibited.

Child Care Home, Small

Licensed facility providing less than 24-hour care and education to no more than 6 children, plus 2 additional children who attend either before- or after-school hours. Review the licensing requirements of the city and state.

Child Care Home, Large (Subject to ZPIN)

Licensed facility providing less than 24-hour care and education to 7-12 children. Review the licensing requirements of the city and state. This use is subject to the Zoning Permit with Informational Notice (ZPIN) review.

Craft Work

Crafting of individual pieces (mass production or retail sales from the home are prohibited) that consist of 1 or more of the following: ceramics, inlays, needlework, knitting, weaving, leather work, woodwork, metal work or glass work.

Food Preparation

Preparation and assembly of food items that do not fit into the Fresh Produce and Cottage Food Sales accessory use category. Direct sales and/or consumption must occur off-premises.

Foster Family Care

Provides full-time care of not more than 4 children or 2 adults unrelated to the dwelling's residents by blood or adoption, and whom are placed in the home by an agency. Review state licensing requirements.

Fresh Produce and Cottage Foods Sales

Home-based sales and/or preparation of Cottage Foods (see Colorado Cottage Food Act, Senate Bill 12-048) or raw foods grown in a permitted home garden or primary urban garden (marijuana is excluded).

Office, Non-Medical, Non-Dental

A place of business providing services that are not medical or dental offices or clinics (e.g., offices for architects, designers, accountants, lawyers and the like). Office in which chattels, goods, wares or merchandise are not commercially created, displayed, exchanged, stored or sold.

Professional Studio

A place where individual works of art are created and/or where arts/music instruction to students occurs.

Rooming and/or Boarding

Providing long-term occupancy (monthly or longer) with or without meals and no provisions for cooking in any of the rooms occupied by paying guests.

Small-Scale Service and Repair Businesses

The following are permitted as home occupations, provided there are no retail sales of goods (e.g., a home-based salon cutting hair for a fee is permitted but hair products and accessories cannot be sold there):

1. Beauty Shop or Salon
2. Clock and Watch Repair
3. Custom Dressmaking, Millinery, Tailoring, Sewing
4. Laundering and Pressing
5. Tutoring

Unlisted Home Occupations

Other home occupations that are not specifically listed in the code may be permitted at the city's discretion, per the requirements in DZC, Sec. 11.9.5 or FC59, Sec. 59-89. These uses are subject to the ZPIN review.



Home Occupation Application (p. 1)

Incomplete applications will be returned without processing. Zoning approval does not necessarily mean city approval of your project. Check with all departments for other applicable permits or licenses.

SUBJECT PROPERTY/ZONE LOT			
Complete Property Address:			
Legal Description - www.denvergov.org/property :			Zone District - denvergov.org/maps :
Property Use Type (check one): <input type="checkbox"/> Single-Unit Dwelling <input type="checkbox"/> Two-Unit Dwelling <input type="checkbox"/> Multi-Unit Dwelling			
Primary Resident	Name (Last, First):		Phone:
	Address:	Email:	
	City:	State:	Zip:
APPLICANT CONTACT INFORMATION			
Note: The applicant must use the property as their primary residence.	Applicant (check one): <input type="checkbox"/> Primary Resident (see contact information above) <input type="checkbox"/> Agent of Primary Resident (see below)		
	Name (Last, First):		Phone:
	Address:	Email:	
	City:	State:	Zip:
HOME OCCUPATION PROPOSAL			
Provide a detailed description of the proposed home occupation in a narrative below (attach additional pages if needed).			
Home occupation location (check all that apply): <input type="checkbox"/> within the primary structure <input type="checkbox"/> within a detached accessory structure <input type="checkbox"/> unenclosed (outdoors)			
Is the subject property your primary residence (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			
Is the proposed home occupation accessed by way of a separate external entrance of the primary dwelling unit (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain:			
Does not utilize more than 20% of the gross floor area of the dwelling unit primary use and does not exceed 300 square feet (exception for Foster Family Care, Adult Care Home, Child Care Home, Small or Large, Craft Work, or Artist Studio as well as for portions of a home occupation permitted to operate unenclosed) (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Gross Floor Area of Home Occupation: Square Feet		Gross Floor Area of Primary Residence: Square Feet	
Does the proposed home occupation employ people who reside outside of the home (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain:			
Will the proposed home occupation limit the use of mechanical equipment to the use of electric motors for power, with a maximum of no more than 3 horsepower (check one): <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			
SIGNAGE			
I will comply with the applicable sign limitations, which include a maximum of one sign per street frontage; the sign must be flat, non-animated and non-illuminated; and a maximum size of 100 square inches per sign for all home occupations (contained within DZC Sec. 11.9.2.4.B.3 or Sec. 59-89 (2) c of Former Chapter 59):			
<input type="checkbox"/> Check here to confirm compliance - What type of sign is being proposed (check one): <input type="checkbox"/> Window <input type="checkbox"/> Wall			
<input type="checkbox"/> N/A - no signage proposed		Size:	Square Feet



Home Occupation Application (p. 2)

DENVER ZONING CODE APPLICABLE DEFINITIONS AND LIMITATIONS

Project Type	Primary Type	Definition	Limitations	
CHECK MOST APPLICABLE	Adult Care Home	11.12.8.2.1	11.9.4.1	Checkmark means that you attest to reading and meeting the definitions and limitations for the proposed home occupation. *Number of Roomers/Boarders: _____
	Animal Care Services	11.12.8.2.2	11.9.4.2 & 11.8.5	
	Artist Studio	11.12.4.2.B.1.b	11.9.4.3	
	Child Care Home, Small	11.12.8.2.4	11.9.4.5	
	Child Care Home, Large	11.12.8.2.5	11.9.4.3	
	Craft Work	11.12.8.2.6	11.9.4.7	
	Food Preparation	11.12.8.2.7	11.9.4.9	
	Foster Family Care	11.12.8.2.8	11.9.4.10	
	Fresh Produce and Cottage Foods Sales	11.12.8.2.9	11.9.4.11	
	Office, Non-Medical, Non-Dental	11.12.8.2.10	11.9.4.13	
	Professional Studio	11.12.4.2.B.1.k	11.9.4.14	
	*Rooming and/or Boarding	11.12.8.2.12	11.9.4.15	
	Small-Scale Service and Repair Businesses	None	11.9.4.4,6,8,12 or 16	
Unlisted Home Occupation Use	None	11.9.5		

FORMER CHAPTER 59 ZONING CODE APPLICABLE DEFINITIONS AND LIMITATIONS

Project Type	Primary Type	Definition	Limitations	
CHECK MOST APPLICABLE	Adult Care Home	59-2.(3)	59-89.(1).a	Checkmark means that you attest to reading and meeting the definitions and limitations for the proposed home occupation. *Number of Roomers/Boarders: _____
	Beauty Shop	None	59-89.(1).b	
	Child Care Home, Small	59-2.(64)	59-89.(1).c	
	Craft Work	59-2.(88)	59-89.(1).d	
	Custom Dressmaking	None	59-89.(1).e	
	Fine Arts Studio	59-2. (113)	59-89.(1).f	
	Foster Family Care	59-2.(124)	59-89.(1).g	
	Laundrying	None	59-89.(1).h	
	Office	59-2.(182)	59-89.(1).i	
	Clock and Watch Repair	None	59-89.(1).j	
	*Rooming and/or Boarding	59-2.(248)	59-89.(1).k	
	Tutoring	None	59-89.(1).l	
	Other Similar Home Occupations	None	59-89.(1).m	

SIGNATURES REQUIRED

The permittee accepts full responsibility for compliance with all Denver zoning codes and all other city regulations as applicable. A zoning permit for use will automatically expire 180 days from issue date unless the permitted use is legally established. Zoning inspections may be required before occupancy is permitted.

By my signature, I attest to the best of my knowledge and belief that the information stated in this application and in all supporting plans and documents is true and consistent with the standards and limitations of the City and County of Denver.

Signature (Primary Resident or Authorized Agent): _____
 Full Name (Print): _____ Date: _____