



Town of Berthoud
807 Mountain Ave.
P.O. Box 1229
Berthoud, CO 80513
970.532.2643

HOME OCCUPATION REGISTRATION FORM

Please refer to the Town of Berthoud Development Code, Section 30-3-112, *Home Occupations*, for requirements.

PROPERTY INFORMATION AND LOCATION		
Property Address:		City:
Subdivision Name:	Lot:	Parcel No.:
PROPERTY OWNER (please include all property owners and contact info)		
Owner Name:		
Mailing Address (if different from above):		
City:	State:	ZIP:
E-mail:	Business Name:	
Phone:	Business Email (if different):	
Owner Name:		
Mailing Address (if different from above):		
City:	State:	ZIP:
E-mail:	Phone:	
Description of the Home Occupation		
HOME OCCUPATION DETAILS		
Where is the home occupation located: ____ In the primary dwelling ____ In a detached accessory building		
What is the square footage used by the home occupation?		
Will you be posting a business sign for the home occupation on the property? (Y/N)		
If you answered yes to the previous question, how large is the sign? (sq. ft.)		
Please provide the number of vehicle trips per day associated with the home occupation. (1 vehicle trip in, 1 vehicle trip out = 2 trips):		
Total number of employees who work at the site of the home occupation?		
Total number of employees not residing on the site of the home occupation?		

HOME OCCUPATION REQUIREMENTS

Development Code Section 30-3-112

Home occupations must meet the following standards:

1. In addition to the family occupying the dwelling containing the home occupation, there shall not be more than one outside employee working at the site of the home occupation.
2. The home occupation shall not exceed 1,000 square feet or 30 percent of the total floor area of the dwelling, whichever is less, or can be located in an accessory building not to exceed 500 square feet. The home occupation shall be conducted entirely within the dwelling or designated accessory building.
3. The home occupation shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and must not change the residential character thereof.
4. 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, including advertising signs larger than two square feet in total size. No other displays or advertising that solicit or direct persons to the address other than the single sign limited to two square feet in total area is permitted.
5. There must be no exterior storage on the premises of material or equipment used as a part of the home occupation, unless it is enclosed and lot coverage requirements for accessory uses are met.
6. No equipment or process shall be used in such home occupation which creates any glare, fumes, odors, smoke, noise or other conditions detectable to the normal senses off the lot, if the occupation is conducted in a single-family dwelling, or outside the dwelling unit if conducted in other than a single-family dwelling.
7. The following uses because of their tendency to go beyond the limits permitted for home occupations and thereby impair the use and value of the residential area shall not be permitted as home occupations: medical marijuana center, medical marijuana optional premises cultivation operation, medical marijuana infused products manufacturing, auto repair or motorized implement repair; dance, music or other types of instruction (if more than four students being instructed at one time); the painting of vehicles, trailers or boats; private schools with organized classes; welding shops; nursing homes; and, any retail or wholesale sales to consumers upon the premises not incidental to the home occupation (e.g. hair care products at a hair stylist are incidental sales).
8. All exterior aspects of the home occupation operation shall not disrupt the residential character of the area.
9. The maximum number of vehicle trips per day for clients which may visit the home occupation per day is 15.

Town of Berthoud Development Code Online at: www.berthoud.org/185/Planning-Documents

ACKNOWLEDGEMENT

I, owner(s) of said property stated above, certify that:

- ☐ I have read and understand the attached standards and requirements for home occupations as set forth in Section 30-3-112 of the Town of Berthoud Development Code.
- ☐ I have contacted applicable agencies to assure that the home occupation will be in compliance with all applicable land use, health, building, and fire codes. **It is your (the property owner's) responsibility to ensure that you are in compliance with the agencies' regulations.**
- _____ Town of Berthoud Planning _____ Berthoud Fire District
_____ Town of Berthoud Building _____ Larimer County Health Dept.
- ☐ The home occupation to be located at this address will be operated in compliance with Development Code standards and requirements at all times.

Name of Property Owner (print): _____

Signature: _____

Name of Property Owner (print): _____

Signature: _____

*** Receipt of this form by the Town of Berthoud Planning Dept. does not constitute review or approval.***

OFFICE USE ONLY

Received By: _____ Date: _____

Notes (if applicable): _____

Registration Form Submittal Instructions

You may submit a complete Home Occupation Registration Form in one of the following ways:

1. **Preferred method** - Electronically (one pdf copy) via email to:
Senior Planner Tawn Hillenbrand at thillenbrand@berthoud.org
2. In-person (one paper copy) to the Town of Berthoud Planning Department:
Town Hall
807 Mountain Ave., 2nd Floor
Berthoud, CO
3. Mail (one paper copy) to the Town of Berthoud Planning Department at:
P.O. Box 1229
Berthoud, CO 80513

Upon review of the application by Planning Staff, you will be notified at the contact listed on the application form, of an approval or request for additional information.