



City of Columbia Falls
 130 6th Street West
 Columbia Falls, MT 59912

Phone: 406-892-4391
 Fax: 406-892-4413

HOME OCCUPATION DETERMINATION REQUEST

Name of Owner: _____ Telephone: _____

Name of Business: _____

Address: _____

City, State & Zip Code: _____

Nature of Business: (Please review 18.426.020 attached) and complete the information related to your proposed business. If more space is needed, attach additional information on a separate sheet.

CHECKLIST

Gross Floor Area of Dwelling (sq. ft.)		
Gross Floor Area of Accessory Building (if applicable)		
Location of use: Home	Yes	No
Accessory Building (i.e. garage, shop etc.)	Yes	No
Sq. Ft. of Home for Business Use		
Sq. Ft. of All Buildings for Business Use (if applicable)		
Does the occupation produce noise, glare, heat, fumes, etc.?	Yes	No
Does the occupation employ non-family members?	Yes	No
If yes, how many?		
Describe the nature of visitor's vehicle trips (hours, workers, volume, customers)		
Are you the owner of the home in which the business is located?	Yes	No
If no, who is the owner of the property?		

Based on the information provided herein, the Zoning Administrator will determine whether the application describes a home occupation. Home Occupations are defined in the Zoning Code, Section 18.426.020. If not qualifying as a Home Occupation the applicant may apply for a Conditional Use Permit.

Applicant's Signature _____

Date _____

ADMINISTRATIVE USE ONLY: This qualifies as a Home Occupation: Yes_____ No_____	
Zoning Administrator's Signature	Date
Fee: Administrative Residential: SEE FEE SHEET Date paid _____	
If not eligible for administration approval is applicant applying for a Conditional Use Permit?	
Yes_____ No_____	
Comments/Follow up: _____	

Chapter 18.426 HOME OCCUPATIONS

18.426.010 Registration

18.426.020 Limitations

18.426.010 Registration

All home occupations shall register with the city clerk.

18.426.020 Limitations

Home occupations are permitted in any dwelling unit, subject to the following provisions:

1. Not more than one person other than members of a family residing on the premises shall be engaged in such occupation. If more than one non-family member is to be engaged in such occupation, a conditional use permit is required.
2. The use of the dwelling unit shall be clearly incidental and subordinate to its use for residential purposes by its occupants. Not more than an area equal to one-fourth of the gross floor area of the primary residence shall be used for the home occupation. If an accessory building is proposed for use, only an area not to exceed one-fourth of the gross floor area of the primary residence shall be used. Additional area in both cases is allowed only by granting of a conditional use permit.
3. No exterior display, including window displays, shall be permitted.
4. No outdoor storage shall be permitted.
5. Exterior signs shall be restricted to those permitted in the zone in which the home occupation is located.
6. There shall be no other exterior indication of the home occupation.
7. No home occupation shall be conducted in such a manner, and/or no materials or mechanical equipment shall be used, which will be detrimental to the residential use of said residence or cause a nuisance to surrounding residences, because of vibration, noise, dust, smoke, odor, interference with radio or television reception, or other factor.
8. Any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front or side yard.
9. The home occupation shall not generate pedestrian or vehicle traffic in excess of that which is characteristic of the neighborhood in which it is located. Vehicle traffic would not be increased by more than one at a given time or by more than eight all day.
10. No home occupation shall generate as a by- product for disposal or cause to be dumped in a city sewer any hazardous waste including chemicals and cleaners, other than the volume and types that would be normally generated by a typical single family home.
11. No home occupation shall cause an increase in any one or more utilities (water, sewer, garbage) so that the combined total use for dwelling and home occupation purposes exceeds the average for residences in the neighborhood.

Use limitations. An occupation which does not comply with the above criteria shall not be deemed a home occupation.