



**CITY OF COEUR D'ALENE**  
 MUNICIPAL SERVICES DEPARTMENT  
 710 EAST MULLAN AVENUE  
 COEUR D'ALENE, ID 83814  
 (208) 769-2229 or [ksetters@cdaid.org](mailto:ksetters@cdaid.org)

<i>(Office Use Only)</i> _____	
Amount Paid	_____
Receipt No	_____
Date	_____
License No	_____
Date Temporary Issued	_____
Date License Issued	_____ By _____

**Home Occupation Application**  
**Fee: \$50 – Expires Annually on December 31**

**APPLICANT INFORMATION**

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I am the  recorded property owner  purchasing (contract)  lessee (renter) as of: \_\_\_\_\_ Date \_\_\_\_\_

**STAFF/PARTNERS**

Do you have:  Employees/Staff  Partners  Volunteers  Not Applicable  
 Do any of these people live at this address?  Yes \_\_\_\_\_  No  
List who

Please list the names of all persons involved with your business including yourself  
 (attach a second sheet if necessary):


**NATURE OF BUSINESS**

Describe your home business (What you do and how you do it): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List square footage of dwelling (a): \_\_\_\_\_ List square footage of space used for occupation (b): \_\_\_\_\_

What percentage of the dwelling space is used for business? \_\_\_\_\_ % (Divide (b) by (a) noted above)

Outdoor space is used for business purpose?  Yes \_\_\_\_\_  No  
How are you using it?

What type of signs do you plan to install? \_\_\_\_\_ Square Footage \_\_\_\_\_

What vehicles are used for your business? \_\_\_\_\_

Explain type and load capacity: \_\_\_\_\_

How many trips are generated daily? \_\_\_\_\_

How many trips are generated weekly? \_\_\_\_\_

**ACTIVITY OF BUSINESS**

How do you generate business?  Sales  Advertising  Displays  Provide Service(s)  Goods/Food

If yes, please include a description/why/or quantity

- Will customers be coming to or going from your home?  Yes \_\_\_\_\_  No
- Ammunition/Reloading for sale  Yes \_\_\_\_\_  No
- Arts and Crafts for resale  Yes \_\_\_\_\_  No
- Auto Body Repair/Painting  Yes \_\_\_\_\_  No
- Auto Repair  Yes \_\_\_\_\_  No
- Bed and Breakfast  Yes \_\_\_\_\_  No
- Chemical Storage of any kind  Yes \_\_\_\_\_  No
- Cleaning Solvents/Cleaning Materials  Yes \_\_\_\_\_  No
- Do you use materials accompanied by a material safety datasheet?  Yes \_\_\_\_\_  No
- Do you do any welding/cutting?  Yes \_\_\_\_\_  No
- Do you do any woodworking?  Yes \_\_\_\_\_  No
- Are you making any alterations to your home or property?  Yes \_\_\_\_\_  No
- Will you have unusual usage of utilities?  Yes \_\_\_\_\_  No

Name all equipment/materials used in your business \_\_\_\_\_

What kind of indoor storage is used for your business? \_\_\_\_\_

**CHILDCARE**

For childcare, calculate the amount of space (square footage) you will occupy if the children are doing the same activity together at the same time: \_\_\_\_\_

Do you provide childcare for more than 1 set of parents?  Yes \_\_\_\_\_  No

Do you provide childcare for more than 9 children?  Yes \_\_\_\_\_  No  
(Include own under 6 years of age)

The submitted information is true, accurate and complete. I have read the Coeur d'Alene Municipal Code regarding Home Occupations and agree to abide by regulations by the filing of this application for the Home Occupation as described above.

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

\_\_\_\_\_  
Date

**Approved**       **Denied**

\_\_\_\_\_  
Signature of City Clerk

\_\_\_\_\_  
Date



Sample Detailed Site Plan

# SAMPLE

