

HOME OCCUPATION LICENSES

To acquire a first time home occupation permit from the City, a person must live in a residential zone and desire to operate a business of some type in their home. The following requirements must be met:

1. Fill out the application form.
2. Submit the application form and the new application fee of \$50.00.
3. The City will prepare a vicinity map and notification list of adjacent property owners within 140 feet. This time will be billed at \$25.00 per hour in addition to the new application fee.
4. The City will prepare certified letters to the property owners within the 140-foot radius of the home occupation request. Certified letters will be billed at \$10.00 each. All additional fees must be paid before permit is issued.
5. A Public Hearing Notice will be published and the hearing date scheduled with the Board of Adjustment to approve or deny the home occupation request. The applicant must attend this meeting.
6. A Home Occupation Permit will be issued for the current year of April 1st through March 31st. All permits are renewed yearly in March.

(See Riverton Municipal Code 17.20.040)