



COMMITTEE OF ARCHITECTURE HOME OCCUPATION PERMIT APPLICATION

Committee of Architecture

401 Fairway Blvd.
Spring Creek, NV 89815
Ph: (775) 753-6295
Fax: (775) 753-9539
Email: coa@springcreeknv.org

APPLICANT INFORMATION

Home Occupation Business Name and/or DBA:

Applicant Name:

Phone:

Address of Home Occupation:

City:

State:

ZIP Code:

Email:

Do you own or rent? Own Rent *(Please circle)*

How long have you been at the current location?

Legal Property Owner as recorded with County:

**** Property Owner Consent:** If the applicant is not listed in SCA records as one of the legal property owners for the physical location of the home occupation, a Letter from the property owner giving consent must be included with this application. **

Type of Home Occupation being proposed (please detail type of business, hours, traffic, etc. (you may attach additional pages as necessary):

Does anyone at this location currently have a home occupation or commercial business license? YES NO

Proposed Business Operations Schedule:

Does this Home Occupation use any hazardous materials (please explain):

Describe any vehicles associated with this occupation, other than those regularly parked at the residence, including plan for ingress and egress, if necessary:

Will there be any external signs of the business on the property, please explain: (ie., Deliveries, Equipment, Storage of Products, etc.)

Are you applying for home occupation sign permit? YES NO

Size of sign and location for placement of sign (attach picture if available):

Will this home occupation have any adverse effect on neighbors (noise, dust, traffic)? Please explain:

Where will the business be physically operated on the property: (ie. Garage, shed, etc.)

Are there any state, federal, professional, or local licenses required to operate this business? Please explain and attach copies

Duration of Business: 1 day Temporary ____ 2 to 30 days Temporary ____ Seasonal ____ Full Time ____

Would you like to be added to the SCA List of businesses? Yes ____ No ____

FILING REQUIREMENTS

Complete Application Form: The applicant is encouraged to submit other information and documentation to support the request.
All Permits are approved at a COA Meeting. Permittee shall renew the application each year with SCA at no cost. Additional advertising is available through Spring Creek Association for an added cost.

REVOCATION OF APPLICATIONS: The SCA has the authority to revoke an application based upon any violation of the SCA DOR's and/or the current COA Rules & Regulations. Written notice will be mailed to the property/business owner regarding the revocation of an application, and it will be placed on a subsequent agenda of the Committee of Architecture.

APPLICANT'S SIGNATURE:

PRINT NAME:

Date:

OFFICE USE ONLY

Approved By:

Date:

Approved By:

Denied By:

Date:

Denied By: