



**SPRING CREEK ASSOCIATION**  
 401 Fairway Blvd.  
 Spring Creek, NV 89815  
 Ph: (775) 753-6295 Fax: (775) 753-9539

**HOME OCCUPATION PERMIT APPLICATION**

**APPLICANT INFORMATION**

Business Name / DBA:		
Applicant Name:		Phone:
Business Address:		
City:	State:	ZIP Code:
Email:		
Own    Rent <i>(Please circle)</i>	How long at current location?	
Legal Property Owner as recorded with County:		
Location of Property:		
Type of Occupation being proposed:		
Does anyone at this location currently have a home occupation or commercial business license?      [ ] YES      [ ] NO		
Hours/Days of Operation:		
Equipment/Materials used for this occupation (if applicable):		
Describe any vehicles associated with this occupation (if applicable):		
Certifications or State Licenses required for this occupation (if applicable):		
Duration of Business:    1 day Temporary ____    2 to 30 day Temporary ____    Seasonal ____    Full Time ____		
Would you like to be added to the SCA List of businesses?      Yes ____    No ____		

**Gross Receipts:**

**FILING REQUIREMENTS**

Complete Application Form: The application for Home Occupation must be complete and signed with the **\$50.00 fee** submitted before staff will process the application. The applicant is encouraged to submit other information and documentation to support the request.

All Permits are approved at a COA Meeting. All permits are renewed annually by January 31st. A reminder notice will be sent in December as a courtesy, however; you are responsible for renewing your permit if you choose.

Note: If approved, the applicant must comply with regulations contained in County Code 3-2-18 (G) referencing Conditional Use Permits.

**REVOCAION 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.

**\*\*Property Owner Consent:** If the applicant is not listed in SCA records as one of the legal owners for the physical location of the home occupation, a letter of consent must be obtained from the property owner, or the owner may sign and list their phone number next to their printed name above.

APPLICANT'S SIGNATURE:	
PRINT NAME:	Date:

**OFFICE USE ONLY**

<b>File # :</b>	<b>Date Filed:</b>	<b>Fee Paid:</b>	<b>Receipt #:</b>
<b>Approved By:</b>		<b>Date:</b>	
<b>Approved By:</b>			
<b>Denied By:</b>		<b>Date:</b>	
<b>Denied By:</b>			