

**APPLICATION FOR RENEWAL OF  
HOME OCCUPATION PERMIT**

City of Caldwell Planning and Zoning Department  
621 E. Cleveland Blvd., Caldwell, ID 83605  
(208) 455-3021

A. I, \_\_\_\_\_ hereby request a renewal of my Home Occupation Permit for \_\_\_\_\_. My current Home Occupation Permit expires on: \_\_\_\_\_ (to be completed by Staff).

B. I understand that my renewal application **MUST BE SUBMITTED AND MY RENEWED HOME OCCUPATION PERMIT ISSUED** PRIOR TO THE EXPIRATION DATE, AS NOTED ABOVE, OF MY CURRENT HOME OCCUPATION PERMIT FOR ME TO CONTINUE LEGALLY CONDUCTING BUSINESS.

\_\_\_\_\_  
Signature of Applicant and Resident

\_\_\_\_\_  
Date

**C. Applicant/Site Information:**

Applicant and Resident Name: \_\_\_\_\_

Applicant and Resident Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Applicant and Resident Phone: \_\_\_\_\_ Applicant and Resident Email: \_\_\_\_\_

Address of Home Occupation Site: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
(Applicant address and home occupation address must be the same.)

**D. Questions/Information Regarding the Home Occupation:**

1. Are you still using 25% or less of your dwelling for your Home Occupation? Yes\_\_\_ No\_\_\_
2. Are you storing any merchandise, goods, and/or equipment anywhere on the site? Yes\_\_\_ No\_\_\_ If "yes", where is the storage taking place? \_\_\_\_\_
3. Are you storing any hazardous materials on site? Yes\_\_\_ No\_\_\_ If "yes", where is the storage taking place and how much is being stored? \_\_\_\_\_

4. Are you producing any merchandise on site that is then being offered for sale on site? Yes \_\_\_\_  
No \_\_\_\_  
If "yes", what is the merchandise being produced and sold on site? \_\_\_\_\_
5. List the name of the one individual, if there is one, who assists with the Home Occupation but does not reside in the dwelling: \_\_\_\_\_
6. The only signage permitted is a name-plate sign that can't exceed 3 square feet in area, is unlighted and is attached flush to the home. Are you utilizing such a sign? Yes \_\_\_\_ No \_\_\_\_

**E. Payment:** Application Fee of \$32.00 (checks payable to City of Caldwell). DO NOT MAIL CASH. CASH PAYMENTS MUST BE MADE IN PERSON AND MUST BE MADE WITH EXACT CHANGE.

**F. Signature:**

**I acknowledge that I am the applicant and resident listed on this application. I further acknowledge that I have read, understand and will comply with all the standards, terms and requirements listed in this application and in City code. I understand that non-compliance of any standards, terms or requirements of the home occupation ordinance or any other portion of City code may lead to revocation of my home occupation permit.**

**Additionally, I understand that if, upon inspection, City staff determines that my business does not meet the qualifications of a home occupation or is violating City code, then my Home Occupation Permit will not be renewed and I will have to cease all business upon the expiration date of my current Home Occupation Permit.**

\_\_\_\_\_  
**Signature of Applicant and Resident**

\_\_\_\_\_  
**Date**