

HOME OCCUPATION PERMIT

Permit Number PZ-AZ or PZ-HOC

APPLICABILITY

This permit is required when seeking to establish the following on a property:

- [Home Occupations](#) (Section 3.5)

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Administrative Zoning Permit, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. *Please see the Online Submittal Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete**.” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda if applicable (for certain types of Temporary Use Permits only).

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **CC&Rs** - be prepared to acknowledge awareness of any applicable CC&Rs that may apply to the property. *The County does not enforce CC&Rs which are private agreements between the OA/HOA/POA and the property owner. Some Owner Associations prohibit the Uses permitted by Coconino County.*
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following in PDF format:

- **Narrative** – typewritten, describing all pertinent details of the request and how performance standards of the requested administrative zoning type will be addressed, as well as describing structures and uses as applicable, proposed dates and times of operation, number of employees and/or patrons, traffic flow and parking, how utilities (water, power, wastewater) are provided as applicable, lighting and noise considerations, etc.

OTHER PERMITS MAY BE REQUIRED

In addition to the Administrative Zoning Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Lighting Permit, Sign Permit, Design Review Overlay, etc. in order to proceed with development if the Administrative Zoning Permit is approved.***