



Doña Ana County

Community Development Department

Advance Planning ◻ Current Planning ◻ Building Services ◻ GIS

845 N. Motel Blvd. Las Cruces, NM 88007

(575) 647-7350 - FAX (575) 525-6131 - TTY (575) 525-5951

www.donaanacounty.org

Home Occupation Permit Application

Submittal of an application does not constitute acceptance for processing until the department reviews the application for accuracy and completeness. All incomplete applications will be rejected.

CONTACT INFORMATION
Name of Applicant:
Location of Business:
Type of Business:
Phone Number:
Email Address:

PLEASE ANSWER THE FOLLOWING QUESTIONS:	Yes	No
1. Will there be more than 2 people in addition to the permanent occupants residing on the premises involved in the Home Occupation? If yes, how many?		
2. Will there be a change in the outside appearance of the premises or any visible evidence of the HO at the residence? If yes, how?		
3. Will storage associated with the HO be completely enclosed and use no more than 600 sq. feet of the floor area of the residence?		
4. Will any signs be used to advertise the HO? If yes, size shall not exceed 1 sq. ft.		
5. Will there be more than 2 clients or customers at the HO at one time? I agree to provide 2 off-street parking spaces for these customers.		
6. Will there be flammable or hazardous products shall be stored at the residence? If yes, an Inventory/Disclosure form must be completed		
7. Will any vehicle exceeding 1-ton in weight be used with the HO? If yes, it shall be out of public view. Semi-trailers, cabs and trailers with weight limitations shall not be used for the HO.		
8. Will the HO create any noise, vibration, glare, fumes, odors, or electrical interferences? If yes, please list		
9. Will any commodities be sold at the residence? If yes, please list		

Proprietors shall comply with the Code of Doña Ana County and the business shall be clearly incidental and subordinate to the primary residential use of the property, failure to do so may result in revocation of the Business Registration Permit. I understand the granting of this Home Occupation Permit is dependent upon abiding by all Codes and Ordinances and by obtaining an annual Business Registration License. If clients or customers frequent the HO, I shall provide a scaled drawing that complies with general site plan requirements and I further consent to a reasonable inspection of the premises to determine compliance with the provisions of the County Code.

Applicant's Signature: _____ Date: _____

County Planner:	Date:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
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