



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Administrative Home Occupation Application Submittal Requirements

1. **Completed Application**
2. **Detailed Letter of Explanation** for the proposed project. Please include the following:
 - a. Type of business
 - b. Square footage devoted to use
 - c. Equipment used
 - d. Number of employees
 - e. Operating hours (hours per day and days per week)
 - f. Average daily number of people that will be coming to your home.
 - g. Number of students or home beauty salon stations (if applicable)
3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
4. **Detailed Site Plan** which includes any area to be used by the home occupation, including parking:
 - a. Drawing scale
 - b. North arrow
 - c. Size of parcel (acres or square feet), property lines, and all required setbacks with dimensions
 - d. All existing and proposed structures labeled with their size and existing and/or proposed uses
 - e. Name of applicant, plan preparer, project name and project address on title block
 - f. Parking areas with stalls shown and garage door widths
5. **Floor Plans**, drawn to scale with labels and dimensions for each room and a calculation of the total gross square footage proposed. Indicate and provide the square footage for any area to be used for the home occupation.
6. **Site Photos**, colored and labeled, of the site and surrounding area showing building context.



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- 7. **Proof of Neighbor Notification (for properties located in Harris Ranch Specific Plans only)**, adjacent property owners and occupants, including across streets and alleys confirming they have been informed of your proposal. Certified Mail is an acceptable alternative. Request the list of persons be created for you for a small fee [here](#).

Name (Print)

Address

Signature
