

BUSINESS LICENSE REVIEW APPLICATION

Pahrump Regional Planning District

See Reverse for Submittal Requirements

AREA BETWEEN DOUBLE LINES FOR STAFF USE ONLY

DATE RECEIVED:		APPLICATION NUMBER: BR –	
RECEIPT:	REVIEWED BY:	REFERENCE FILES:	
HAS SITE DEVELOPMENT BEEN APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		CURRENT ZONING:	
DOES THIS COMPLY WITH HOME OCCUPATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		MASTER PLAN DESIGNATION:	
APPLICATION APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO		CODE COMPLIANCE ON FILE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
STAFF NOTES:			

Contact Information (Clearly Print All Information Using Ink or Type)

Property Owner:		
Applicant/Business Owner/Authorized Agent:		
Mailing Address:		
City:	State:	Zip Code:
Telephone:	Mobile:	Email:

Business Location Information

Assessor's Parcel Number(s):	T/S/R:	Acreage:
Legal Description: Unit- Block- Lot- Subdivision:		
Business Address:		Nearest Cross Street:
Describe the previous use/business at this location:		

PROPOSED BUSINESS NAME:	Is this a proposed Home Based Business? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the business be located in a portion of the home? <input type="checkbox"/> Yes <input type="checkbox"/> No
DETAILED DESCRIPTION of proposed business:	Will the business be located in an accessory building? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the business have customer visits to the home? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the business use business vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the business employ people that don't live at the home? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the business manufacture goods? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will the business have outdoor storage? <input type="checkbox"/> Yes <input type="checkbox"/> No

(I, We), the undersigned swear and say that (I am, We are) the owner(s) of the business listed above located on the property involved in this application, or (am, are) otherwise qualified to initiate this application under Nye County Code; that the information on the application and supplemental documents attached hereto, and all of the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief. (I, We) understand that falsification of any information contained hereon may cause all approvals to be revoked. (I, We) further acknowledge that I/We have read, understand and agree to comply with the attached "Letter of Understanding and Agreement".

Business Owner/Agent (Original Signature Required)

Business Owner/Agent (Print Clearly)

Business License Review Applications May be Accepted over the Front Counter

All submittals must be legible, printed in ink, and suitable for reproduction

Documents Required for Submitting a Business License Review Application					
Application	Proof of Ownership	Copy of Executed Lease Agreement	Assessor's Parcel Map	Application Fee (Check, Cashier's Check or Money Order)	
1 ¹	Yes ²	Yes ³	1 ⁴	\$10.00	

1. **If needed, a corporate declaration of authority (or equivalent), power of attorney, or signature documentation is required if the applicant and/or property owner is a corporation or provides signature in a representative capacity.**
2. If ownership has recently changed and the property ownership is not the same as shown on the assessor's records, a copy of the grant bargain/sale or quitclaim deed must be submitted.
3. If you are not the legal property owner of record but are the tenant and will be operating the business at this location, **a copy of the lease agreement is required.**
4. The most recent copy of the Assessor's Parcel Map page is required. <http://asdb.co.nye.nv.us:1401/cgi-bin/asw100>

Procedures and Standards for Business License Review Applications:

- A. A Business License Review Application shall be submitted to the Planning Department **prior to** the occupation of any residential building or accessory structure for business related purposes, and **prior to** establishing any other land use which may not require a building permit.
- A. To file a Business License Review Application, assemble the required documents and submit them to the Nye County Planning Department at the address listed below. **SUBMITTING AN APPLICATION WITHOUT THE REQUIRED DOCUMENTS WILL DELAY YOUR APPROVAL(S). ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED FOR REVIEW.**
- B. A Business License Review Application approval is valid for 180 days from the date of approval, and will expire if not commenced for the proposed use for which the Business License Review was obtained.
- C. The Nye County Planning Department may have approved your Business License Review Application; however, you **must** refer to any restrictive covenants (CCR's, Declaration, etc.) of record that may prohibit the proposed use on this lot or which may require adherence to stricter development standards. The Nye County Planning Department does not provide legal or business advice. Any approval issued by the Planning Department is related only to the land use and the proposed development as described on the approved application. You must comply with any and all Federal, State, County or Town regulations that may pertain to your business. There are additional requirements for allowing public entry into a home-based business, liquor licensing, fireworks, brothels, gaming, etc.
- D. A Business License Review approval by Nye County Planning Department does not constitute approval by Pahrump Building Safety for occupancy change, structural modifications or fire related issues; it does not constitute an approval by Pahrump Valley Fire-Rescue Services for life-safety compliance; it does not correlate to an approval by any organized Homeowner's Association/Architectural Review Committee; nor does it relieve you of your responsibility as the Property Owner/Business Owner for discovering and adhering to all required Ordinances, Regulations, Rules, Codes and Laws. Anyone developing within an area that may be governed by any such organized Homeowner's Association/Architectural Review Committee should contact that organization.
- E. Complete applications with payment in the form listed above may be submitted by mail. Please contact the Planning Department for more information.

**Office hours are Monday-Thursday
7:30 am to 5:30 pm**

**Nye County Planning Department
250 N. Hwy 160, Suite 1
Pahrump, NV 89060
Phone: (775) 751-4249
Fax: (775) 751-4324**

**Website: <http://www.nyecounty.net>
Email: planning@co.nye.nv.us**



Nye County Planning Department

250 N. Highway 160, Ste 1
Pahrump, NV 89060

Nye County Home Occupation Letter of Understanding and Agreement

Business Owner / Applicant Name: _____

Business Owner Phone: _____ Business Owner email: _____

Business Address: _____ Business APN: _____

The criteria for Nye County to allow businesses to operate out of a home are set forth in Nye County Code §17.04.800 “Home Occupations”, and require your reading, understanding and agreement of this section of Code prior to this department issuing an approval of your Business License Review Application.

Please initial next to each condition indicating you have read and understand each requirement

_____ I have been provided a copy of NCC §17.04.800 “Home Occupations”.

_____ I understand the home business will be incidental to the residential use of the home and shall be conducted entirely within the home or an accessory structure. **Employees WILL NOT report to the property for work.**

_____ I understand the home business shall not change the residential character of the unit.

_____ I understand the home business shall not produce noise, fumes, odor, smoke or electrical disturbance that will interfere with the general area.

_____ I understand there shall be no outdoor storage of goods, materials, supplies or solid wastes associated with the home business, and merchandise shall not be displayed so it’s visible from outside the home or accessory structure.

_____ I understand there shall be no more than five (5) business related visitors to the home per day.

_____ **I understand should my home business be open for public entry there are life-safety requirements under the International Fire Code I must follow, and I will speak with Pahrump Building Safety for that information.**

_____ **I understand should my home business be open for public entry, I must file for a Change of Occupancy through Pahrump Building Safety.**

_____ I have read, understand and agree to the requirements set forth in NCC §17.04.800 “Home Occupations” and any requirements of this code that I did not understand, staff explained. _____ (staff initials)

By signing this Letter of Understanding and Agreement, the business owner/applicant stated above assumes and accepts all responsibility, liability, terms and conditions of compliance with operating a home-based business.

Business Owner / Applicant Signature: _____

17.04.800 HOME OCCUPATIONS

- A. Scope. This Chapter applies to all licensed home occupations and Residential Industries within the residential zoning districts.
- B. Purpose. The purpose of this Chapter is to provide for limited business uses in association with a dwelling unit where such uses will clearly not alter the exterior appearance of the residence or affect the residential character of the neighborhood. Residential industry shall be allowed in the single-family residential zoning districts on lots that are 20,000 square feet or larger.
- C. Requirements. Requirements are as follows:
1. The use of the dwelling or permitted accessory structure for purposes of the home-based business or residential industry shall be clearly incidental and subordinate to its use for residential purposes. The home-based business or residential industry shall be conducted entirely within the dwelling unit or a permitted accessory structure and carried on by family members who reside on premise. Employees are permitted so long as they do not report for work at the property.
 - a. Within a dwelling unit, the home-based business or residential industry shall not exceed twenty-five (25%) percent of the gross floor area of the dwelling unit.
 - b. Within an attached or detached accessory building, the home-based business or residential industry shall not change the residential character of the property.
 - c. Within the Rural Homestead Zones, the home-based business may occupy up to thirty-(30%) percent of the floor area of the accessory structure if the accessory structure exceeds the size of the dwelling; if the accessory structure does not exceed the size of the dwelling the home-based business may occupy up to one-hundred percent (100%) of the floor area of the accessory structure.
 2. Any signage must conform to Section 17.04.770 of this Chapter.
 3. No addition, alteration, or remodeling which would change the residential character of the unit.
 4. No home occupation, home-based business or residential industry which would or might produce noise, fumes or odor, industry smoke, or electrical disturbance or in any way interfere with the peace, contentment, and general welfare of the area..
 5. Prohibited home-based business or residential industry include: automotive or equipment repair, automotive body or fender repair, commercial preparation of food for service on the premises, sexually-oriented businesses, liquor sales or distribution, undertaking or funeral homes, medical or dental clinics, businesses related to or involving explosives or highly hazardous substances as defined by NRS 459.9533, or any business activity that is regulated through the Conditional Use Permit Procedures.
 - a. Beauty and barber shop including aesthetician services may be permitted in accordance with State regulations, and shall be limited to no employees and providing service to one (1) customer at a time.

6. The use of special equipment or the repair or the manufacture of goods or equipment may be subject to conditions.
7. There shall be no outdoor storage of goods or materials, supplies or solid wastes associated with the home-based business or residential industry. Merchandise shall not be displayed in a manner to be visible from outside of the dwelling or accessory structure.
8. Truck deliveries to a home-based business or residential industry shall be limited to daily delivery by federal or private mail and/or express package delivery services.
9. Visitors or customers shall not exceed five (5) business related visitors per day.
 - a. If the home-based business or residential industry is they type in which classes are held or instruction is given, the Zoning Administrator may approve up to eight (8) students at a time, if they find that there is sufficient parking, and the additional traffic will not cause congestion in the neighborhood.
10. No more than two (2) additional off-street parking spaces shall be established to accommodate the home-based business or residential industry. Any additional parking shall be approved by the Zoning Administrator. If additional parking is provided, it shall be provided on an improved (asphalt or concrete), chip-seal, gravel (Type II), chat, brick, stone, special paving blocks, or other such similar type of durable surface.
11. Home-based business and residential industry are assigned to the holder of the home-based business license and are not appurtenant to the land or structure. (Ord. 353, 2008)