



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2017-07

PURPOSE: To clarify the minimum threshold triggering requirement for a Home Occupation Permit

Effective: 9/11/17

REFERENCE: Maricopa County Zoning Ordinance (MCZO), Arts. 501.2.10 & 601.2.8; Art. 1301.1.18

Initiator: Darren Gerard – *DG*

Director: Carol Johnson – *CJ*

POLICY/PROCEDURE:

Home-based businesses are subject to certain conditions in the Rural and Single-Family Residential zoning districts. These home-based businesses are tracked by issuance of a Home Occupation Permit (HOP)

The ordinance makes allowance for legislative approval of a Special Use Permit, as a Cottage Industry, for those home-based businesses of an intensity greater than permitted for a HOP.

However, the ordinance does not speak to the minimum threshold of when a home-based business triggers requirement for a HOP. It is not the intent of the ordinance to regulate home-based businesses such as an office or internet-based business that has no non-resident employees, customer visits, or other impacts that are substantially different or more significant than customary in a residential neighborhood.

A HOP will not be required if the home-based business is limited to the following:

- There will be no signs identifying the business;
- The street address will not be listed in any telephone directory, website, advertisement, etc.
- There will be no non-resident employees;
- There will be no clients/customers/students visiting the home in relation to the business operation;
- There will be no commercial deliveries (vehicle greater than 10,000 lbs.);
- There will be no commercial or specialty vehicles (vehicle greater than 10,000 lbs.) associated with the business parked on site;
- There will be no outdoor storage or activity in relation to the business operation; and
- All business operations, including equipment and storage, will be within an area of the dwelling no greater than 250 sf.

If a home-based business proposal necessitates or desires HOP, refer to the application packet available online: [Home Occupation Application Packet](#)