A guide to starting a

Home Based Business

DISCLAIMER

This document is intended to provide a brief explanation of home occupation regulations in the City and County of Broomfield. Due to space limitations, only select portions of the Broomfield regulations have been included here. This brochure should not be relied upon as a final source of information. Always refer to the Broomfield Municipal Code to get complete and up-to-date information concerning Broomfield's latest home occupation regulations. The Broomfield Municipal Code (BMC) can be found at www.broomfield.org/code/index.htm

PLANNING DIVISION

One DesCombes Drive
Broomfield, CO 80020
(303) 438-6284

FREQUENTLY ASKED QUESTIONS:

Do I need a Sales Tax License to run a business out of my home?

If your business involves sales, then you are required to obtain a sales tax license. Your license application will be reviewed by the Planning Division before the license is issued. Allow ample time for your application to be processed prior to opening your new business! You may obtain an application from http://broomfield.org/salestax/.

Do I need a business license to run a service business out of my home?

Broomfield does not require a separate business license. However, please contact the Planning Division to ensure that your proposed business complies with Home Occupation Regulations prior to opening your new business. If you sell personal property and perform "installation" services, please contact Sales Tax Administration at 303-464-5811.

Can I place a sign on my property to advertise the business?

Signs, displays, or any other exterior indication of the home occupation is not allowed.

Can I run a business from a house I am not living in?

No. You must use the house as your primary residence.

I live in a subdivision with a Home Owners Association (HOA). Can I run a business out of my home?

We suggest that you check with the HOA prior to applying for a business license. Each HOA has different regulations relating to home occupations. You may call the HOA management company to obtain more information regarding your particular HOA.

Is a family child care home considered a home occupation?

Family child care centers of no more than eight children are permitted as a home occupation. Regulations relating to family child care homes differ from typical home occupations. Please refer to a separate brochure titled, *A Guide to Starting a Home Based Family Child Care Business.*

HOME OCCUPATION STANDARDS:

- The business must be conducted entirely within the house and be clearly incidental and secondary to the use of the house.
- The residential character of the home must be maintained. No more than one-half of the first floor area can be dedicated to the business use.
- Only the people living in the house can be involved in the business operation within the house.
- No more than two motor vehicles associated with patrons or employees are permitted on the home's property or the street frontage near the home.
- **NO** exterior signs or advertising is permitted.
- **NO** exterior storage of materials or equipment used as part of the business is permitted.
- The home occupation cannot produce noticeable offensive vibration, smoke, dust, odors, heat, or glare at or beyond the property line.
- No more than one motor vehicle and no more than one trailer used in whole or in part for the business may be parked at any time on the lot or on the street frontage of the lot.
- No commercial vehicle (as defined in Section 235(a) of the Model Traffic Code for Colorado Municipalities, Revised 1995) used in whole or in part for a home occupation can be parked at any time of the lot or on the street frontage of the lot.