

CITY OF RIVERTON (307) 856-9129  
816 NORTH FEDERAL BLVD., RIVERTON, WY 82501  
**HOME OCCUPATION PERMIT APPLICATION**



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TO: Board of Adjustment

Pursuant to Riverton Municipal Code Chapter 17.20.040, I request approval and issuance of a Home Occupation Permit for the current year: April 1, 2012 through March 31, 2013.

**Fill out completely:**

1. PERSONAL NAME: \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ RIVERTON, WY 82501  
HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

2. WYOMING STATE SALES TAX LICENSE NO. \_\_\_\_\_  
(If exempt, attach copy of tax exemption)

3. GENERAL DESCRIPTION OF BUSINESS OR OCCUPATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. PLEASE DESCRIBE IN DETAIL:  
a. Equipment and machines utilized: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Raw materials utilized, quantity on hand, and storage location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. Other supplies utilized, quantity on hand, and storage location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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d. Waste or by-products, quantity, storage location, and method of disposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Describe all possible noise levels, vibrations, smoke, dust, odors, heat, glare, emissions, etc., of business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

f. Describe any storage or use of toxic, explosive, or other dangerous materials upon the premises: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. ZONING: \_\_\_\_\_

6. MODIFICATIONS REQUIRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Attach approved Building Permit (if applicable)**

7. LOCATION OF BUSINESS OR OCCUPATION ON PREMISES:

\_\_\_\_\_ Home    \_\_\_\_\_ Garage    \_\_\_\_\_ Basement    \_\_\_\_\_ Accessory Building

a. **Attach a sketch of area occupied by business or occupation within the selected location on the premises and indicate square footage of area.**

b. What is the square footage of the living area of the premises? \_\_\_\_\_

8. PARKING REQUIREMENTS:

a. Maximum number of vehicles at one time: \_\_\_\_\_

b. Location of parking: \_\_\_\_\_

**Please attach a sketch of premises to indicate parking. See RMC 17.20.040(8)**

9. A sign may be attached to the building in which the home occupation is practiced. This sign shall not exceed two square feet. See RMC 17.20.040(4).

Will you have a sign? \_\_\_\_\_ If so does your sign comply? \_\_\_ Yes \_\_\_ No

10. HOURS OF OPERATION:

a. Months: \_\_\_\_\_

c. Days of Week: \_\_\_\_\_

b. Weeks: \_\_\_\_\_

d. Hours of Day: \_\_\_\_\_

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- 11. Will the proposed home occupation be conducted entirely within the dwelling or an accessory building as per RMC 17.20.040A.1.? \_\_\_\_\_
- 12. Will the proposed home occupation be conducted by the inhabitants living there and no others as per RMC 17.20.040A.1.? \_\_\_\_\_
- 13. Is the proposed home occupation in conformance with all covenants and agreements recorded with the registrar of deeds for the county, covering the land underlying the dwelling? \_\_\_\_\_
- 14. I have provided notice to all owners and renters within 140 feet of this property pursuant to Riverton Municipal Code Section 17.20.040(B)(1). \_\_\_\_ Yes \_\_\_\_ No
- 15. Do you own this residence? \_\_\_\_ Yes Or do you rent this residence? \_\_\_\_ Yes

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**FOR OFFICE USE ONLY:**

DATE APPLICATION FILED: \_\_\_\_\_

DATE PUBLISHED: \_\_\_\_\_

DATE OF HEARING: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Adjustment

**Check Applicable Fees:**

- \_\_\_\_ New Application Fee            \$100.00
- \_\_\_\_ Certified Letters            \$ 10.00 Each if mailed by City
  
- \_\_\_\_ Renewal Application Fee      \$ 35.00

Paid: \_\_\_\_\_ Check # \_\_\_\_\_