

Home Based Business Guide

Town of Sahuarita

Planning and Building Department



The purpose of this guide is to help you and staff determine the appropriate procedure for review of your proposed home business. Home based businesses are classified in two tiers – Class I and Class II. Class I home based businesses are approved administratively. Class II home based businesses require a Type I Conditional Use Permit (CUP). This is also an administrative process but is designed to allow more intense home businesses while minimizing any potential effects on your neighborhood. As part of the CUP process, staff will provide notice to your neighbors and allow them an opportunity to comment. To help staff determine your review process, please answer the following questions as accurately as possible:

For child care home based businesses:

1. Will you provide care to greater than six children unrelated to yourself? Yes No
2. Will more than one nonresident be employed? Yes No

If you answered “yes” to either of these questions, your business, unfortunately, will not be allowed as a home based business. Staff will be happy to help you explore your options for operation of your proposed business in compliance with Town regulations.

For all other home based businesses:

1. Will any portion of your business be conducted outdoors? Yes No
2. Will your business bring more than 5 customers to your home on any given day? Yes No
3. Will your business use more than ¼ of your house’s square footage, or more than 200 square feet of a detached home (casita) or workshop? Yes No
4. Will you have your products on public display at the residence? Yes No
5. Will you be storing any business equipment or materials outdoors? Yes No
6. Will more than one nonresident be employed? Yes No
7. Will your business require you to change the exterior appearance of your home? Yes No
8. Will your business bring unpleasant sounds, vibrations, odors, or traffic or parking congestion to the neighborhood? Yes No
9. Will your business require more than one business-related vehicle, or any vehicle greater than 22 feet in length or 8 feet in height, to be stored on the property? Yes No
10. Will your business generate any toxic or hazardous waste? Yes No

If you answered “yes” to any of questions 1 through 3, your business may be allowed as a Class II Home Occupation, which requires a Type I CUP. Please provide a CUP application along with this home occupation application for further processing.

If you answered “yes” to any of questions 4 through 10, your business, unfortunately, will not be allowed as a home occupation. Staff will be happy to help you explore your options for operation of your proposed business in compliance with Town regulations.

A complete list of standards and restrictions can be found in Sahuarita Town Code 18.09.030.

Home Occupation Application
Town of Sahuarita
Planning and Building Department



CONDITIONS FOR HOME BASED BUSINESS

Read the following conditions from Sahuarita Town Code 18.09.030. Sign your name in the space provided indicating you understand and agree to all the conditions in conducting your home based business.

HOME BASED BUSINESSES ARE PERMITTED WHEN:

1. The business is a secondary use to the principal dwelling;
2. No public display of stock-in-trade upon the premises;
3. No equipment or material associated with the home based business uses shall be stored outdoors, with the exception of playground equipment for childcare home based businesses;
4. Not more than one nonresident of the premises is employed;
5. There shall be no alteration of the property's exterior residential appearance. The residential character of the dwelling is not changed by the home based business.
6. The home based business shall not cause any sustained or unpleasant or unusual vibrations, or noxious fumes or odors, or cause any parking or traffic congestion in the immediate neighborhood;
7. Only one vehicle may be used in connection with the approved home based business. This vehicle must not exceed 22 feet in length and 8 feet in height, must be parked on private property and stored in a carport or garage or shielded from view from adjoining properties by landscaping, fencing, or other suitable materials;
8. Advertising or identification of the home based business limited to two (2) square feet which meets required front yard setback of house. No off-site signs are permitted;
9. A customer vehicle may be parked at the home only when its owner is present on the property;
10. A maximum of one Class II home based business is permitted per address;
11. No toxic or hazardous waste shall be generated by the home based business;
12. Only normal domestic or household equipment shall be used on the premises in relation to the home based business;
13. A Class II home based business shall be required if any portion of the house is used for commercial purposes only;
14. Storage of chemicals determined toxic by Health Department guidelines requires approval by Pima County Health Department.
15. For Class I Home based businesses, except child care:
 - Must be conducted entirely indoors;
 - Shall not have greater than 5 customers on any given day; and
 - Shall use no more than ¼ of the floor area of the main dwelling, or no more than 200 square feet of a detached home (casita) or workshop.

**Staff recommends that you verify that your business meets state, county,
and HOA requirements, as they may be more restrictive than Town requirements.**