



# Mohave County Building Permit Application

Development Services  
PO Box 7000, Kingman AZ 86402-7000  
928-757-0903 mohave.gov

**FOR INTERNAL USE ONLY**  
Date received: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_

Flood Plain:    Yes    No

Residential                  Commercial                  Standardized

Assessor's Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Zoning: \_\_\_\_\_

Jobsite Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Water Source:    Public    Well #: \_\_\_\_\_    Water Haul    Sanitation:    Sewer    Septic Permit #: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address (number, street, city, state, zip): \_\_\_\_\_

**Type of Work (Check ALL that apply):**

New Single-Family Residence

SQFT: \_\_\_\_\_

\_\_\_\_\_

New Commercial

Manufactured Home

Must Include State Permit Application

Hud #: \_\_\_\_\_

Vin: \_\_\_\_\_

Change of Use/ Occupancy

Residential Alteration

Factory Built Building

Cell Tower

Grading (Cubic Yards)

Cut \_\_\_\_\_ Fill \_\_\_\_\_

Attached or Detached Acc.

Structure    SQFT: \_\_\_\_\_

Pool/Spa

Surface Area: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Recreational Vehicle Make: \_\_\_\_\_

Year: \_\_\_\_\_ VIN #: \_\_\_\_\_

Solar                  Roof                  Ground Mount

Electrical Service (Amps) \_\_\_\_\_

Gas Line

HVAC

Plumbing

Re-Roof

Block Wall (Linear Feet) \_\_\_\_\_

Demolition

**Project Description:**

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

**FOR INTERNAL USE ONLY**

Plans Location:    BHC    KGM    Strip    w/Card    Standardized

**Plans Examiner's Notes:**

Special Inspections Required

Revision Submitted

3<sup>rd</sup> Party Review

Deposit Amount: \$ \_\_\_\_\_  
Building: \$ \_\_\_\_\_  
Balance Due: \$ \_\_\_\_\_  
Trust Account: \_\_\_\_\_



# Mohave County

## Building Permit Application

Development Services  
PO Box 7000, Kingman AZ 86402-7000  
928-757-0903 mohave.gov

**FOR INTERNAL USE ONLY**

Date received: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

**General Contractor** (If Owner-Builder check here and leave this section blank): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address (number, street, city, state, zip): \_\_\_\_\_

Phone #: \_\_\_\_\_ ROC License #: \_\_\_\_\_ Classification: \_\_\_\_\_

Plumbing Sub: \_\_\_\_\_ ROC License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Sub: \_\_\_\_\_ ROC License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical Sub: \_\_\_\_\_ ROC License #: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant:** Owner Other- **Must Provide Mohave County Owner Authorization Form**

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address (number, street, city, state, zip): \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I am exempt from Arizona contractor's license laws based on the license exemptions contained in A.R.S §32-1121.A, namely:

\* A.R.S §32-1121.A.5 - I am the owner/builder of the property and the property will not be sold or rented for at least 1 year after completion of this project.

\* A.R.S §32-1121.A.6 - I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents. (Please fill out the above General Contractor information portion of this application.)

\* Other (please specify): \_\_\_\_\_

\_\_\_\_\_  
{OWNER SIGNATURE}

\_\_\_\_\_  
{DATE}

*By signing the above application (contractor, applicant, or owner), you are hereby giving Mohave County Building Division permission to enter the above referenced property.*

FACT SHEET FOR HOME OCCUPATION PERMIT

NAME \_\_\_\_\_

FIRST

LAST

MI

PARCEL# \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EXACT AREA TO BE USED FOR HOME OCCUPATION \_\_\_\_\_ SQUARE FEET. MUST ALSO BE SHOWN ON PLOT PLAN. USE SPACE BELOW TO WRITE EXACTLY WHAT SERVICES WILL BE OFFERED.

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

I ACKNOWLEDGE THAT THIS HOME OCCUPATION PERMIT CAN BE REVOKED IF THE HOME OCCUPATION ORDINANCE IS VIOLATED.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**\*\*PLEASE COMPLETE FOLLOWING QUESTIONNAIRE\*\***

## INFORMATION REGARDING HOME OCCUPATION

NAME OF BUSINESS \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

WILL THE BUSINESS BE CONDUCTED IN THE MAIN LIVING AREA OR AN ACCESSORY STRUCTURE?

### STORAGE

WILL THERE BE A NEED FOR STORAGE?            YES            NO

IF SO, WHAT TYPE(S) OF PRODUCT(S) WILL BE STORED?

WHERE WILL THE PRODUCT(S) BE STORED?

HOW MANY SQUARE FEET WILL BE USED FOR STORAGE? \_\_\_\_\_

### EMPLOYEES

WILL YOU HAVE ANY EMPLOYEES?    YES            NO    IF SO, HOW MANY? \_\_\_\_\_

ARE THEY RELATED TO YOU?        YES            NO

### ADVERTISING

WILL THERE BE ANY SIGNS ADVERTISING YOUR BUSINESS?            YES            NO

### RETAIL SALES

WILL THERE BE RETAIL SALES CONDUCTED ON THE PROPERTY?        YES            NO

### CUSTOMERS

WILL YOU HAVE CUSTOMERS COMING TO YOUR HOME?            YES            NO

### MACHINERY

WILL THERE BE ANY MACHINERY/EQUIPMENT THAT IS RELATED?        YES            NO

IF SO WHERE WILL IT BE LOCATED? \_\_\_\_\_

### DELIVERIES

WILL THIS GENERATE ANY NECESSARY DELIVERIES?            YES            NO

IF SO, HOW OFTEN? \_\_\_\_\_

WILL THE HOME OCCUPATION GENERATE ANY NOISE, VIBRATION, GLARE, FUMES, SMOKE, OR DUST?

YES            NO    IF SO, DESCRIBE \_\_\_\_\_

**Section 37.L HOME OCCUPATION– GENERAL PROVISIONS**  
*(As amended by BOS ORD 2018-01 on 3-5-18)*

1. Purpose and Intent. The purpose of these regulations is to permit home occupations that will not change the character of the residential areas in the County. The intent of these regulations is to promote aesthetic considerations, conserve property values, as well as protect the residential neighborhoods from excessive noise, excessive traffic generation, nuisances, and health and safety hazards as a result of a home occupation conducted in the residential zones.

2. Definitions: The following definitions apply to Home Occupations.

Clinic: A place where medical specialists practice as a group.

Immediate Family: A spouse, child, sibling, parent, grandparent, grandchild, stepparent, stepchild or stepsibling whether related by adoption or blood.

On-Street Parking Congestion: On-street parking in front of a property that is not associated with the home occupation business or in a manner that is hazardous to the public safety.

3. General Provisions

- a. A home occupation is permitted in the following zones: A (General), A-R (Agricultural-Residential), R-E (Residential Recreation), R-1 (Single Family Residential), R-2 (Single Family Medium Density/Multi-Family Low Density), R-O (Single Family/Manufactured Homes Prohibited), R-OA (Single Family Residential/Manufactured Homes Prohibited/Limited Animal Use), R-M (Multiple-Family Residential), and R-MH (Residential Manufactured Homes).
- b. A Zoning Permit and appropriate fees are required. A home occupation shall only be allowed after obtaining an approved Zoning Permit issued by the Development Services Department. A Zoning Permit for a home occupation permit is issued to the applicant and is nontransferable. Appropriate fee as adopted by the Board of Supervisors.
- c. The use of the dwelling unit as a home occupation shall be clearly incidental and subordinate to its use for residential purposes. Any activity related to the home occupation shall be conducted within the enclosed portion of the principal building.
- d. Except child care and adult care, the home occupation must be conducted in an area not to exceed twenty-five percent (25%) of the principal residence.
- e. Child care and adult care are limited to no more than four (4) individuals for compensation.

## Section 37.L HOME OCCUPATION (continued)

- f. A home occupation shall not be conducted in any accessory building or structure except for storage. A detached garage or accessory structure may be used for storage purposes but the storage area shall not exceed a total of two hundred (200) square feet. No storage of materials and/or supplies, including vehicles, which is hazardous to surrounding neighbors or detrimental to the residential character of the neighborhood is allowed.
  - g. No person(s), shall be engaged in the activities of the home occupation other than the following: members of the immediate family, residents of the primary dwelling, and no more than two (2) individuals who are not immediate family or residents of the primary dwelling.
  - h. There shall be no exterior displays, no exterior storage of equipment, including unlicensed equipment and materials, and no exterior indication of the home occupation which may change the outside appearance of the principal residence or change the residential character of the building.
  - i. An unlit non-permanent sign no larger than twenty-four inches by twenty-four inches (24" x 24") is allowed on the premises during business hours. Window areas must not purposely or intentionally be used as display areas or offer merchandise for sale. All other signs are prohibited.
  - j. Home occupations generating a substantial increase in traffic or on-street parking congestion exceeding the standards in this section, are prohibited.
  - k. A Tax Identification number is required in conjunction with the home occupation and in accordance with the Arizona Department of Revenue.
  - l. No open lot storage as defined by the Zoning Ordinance shall be permitted in connection with a home occupation beyond the storage requirement permitted for a residential use.
  - m. The home occupation shall not generate substantial pedestrian or vehicular traffic in greater volumes than would normally be expected in a residential area.
  - n. Any need for parking as a result of the home occupation shall be located on-site and comply with Section 36 (Parking Requirements) of this Ordinance.
  - o. No home occupation requiring any equipment or processing which creates noise, vibration, glare, fumes, smoke and dust which disturb neighbors and alters the residential character of the premises shall be permitted.
  - p. Delivery trucks shall not operate out of a residential area as a function of a home occupation.
4. Prohibited Home Occupations. The following occupations, professions, and business

## Section 37.L HOME OCCUPATION (continued)

activities of similar nature are prohibited as home occupations as defined in this Ordinance, but not limited thereto:

- a. Clinics, Hospitals, Animal/Veterinary Clinics,
  - b. Restaurants, cafes, coffee shops,
  - c. Auto/Truck/RV Repair Service,
  - d. Licensed Day Care Facility,
  - e. Building Contractor/Construction Activities,
  - f. Ambulance Service, Taxi Service,
  - g. Beauty Salon or Barber Shops, which are not connected to sewer.
  - h. Auto/Car Sales,
  - i. Commercial and Large or Major Residential Appliance Repairs  
(air conditioners, furnaces, washing machines, dishwashers, refrigerators, freezers, and similar appliances, and any appliance manufactured for commercial use).
5. Offices for certain home occupations, professions, and business activities may be permitted as home occupations, provided they adhere to the general provisions of this Ordinance and they do not violate any performance standard prescribed herein.
  6. Occasional personal use involving sales on the internet, sale of a personal vehicle owned by the occupant, bringing work home from the primary work location or similar activity incidental to a residential use and does not violate the general provisions of this Section are not considered home occupations.
  7. Enforcement and Revocation.
    - a. A home occupation permit is subject to revocation upon thirty (30) days written notification by the Development Services Director if, in their opinion, the continued use of the home occupation is contrary to public health, safety, and welfare and violates the provisions of the performance standards. The notice shall be sent via certified mail to the owner's address written on the application for home occupation permit. The owner may appeal the department's decision to revoke the permit to the appropriate Board of Adjustment in accordance to the provisions of Section 30 of the Mohave County Zoning Ordinance.
    - b. A petition signed by fifty-one (51%) percent of the property owners residing within 300 feet of the home occupation may be submitted stating the alleged violation of one (1) or more specific performance standard(s) and initiate a public hearing to consider revoking the home occupation permit. The hearing will be conducted by the appropriate Board of Adjustment and the appeal process will be conducted in accordance with the provisions of Section 30 of the Mohave County Zoning Ordinance.