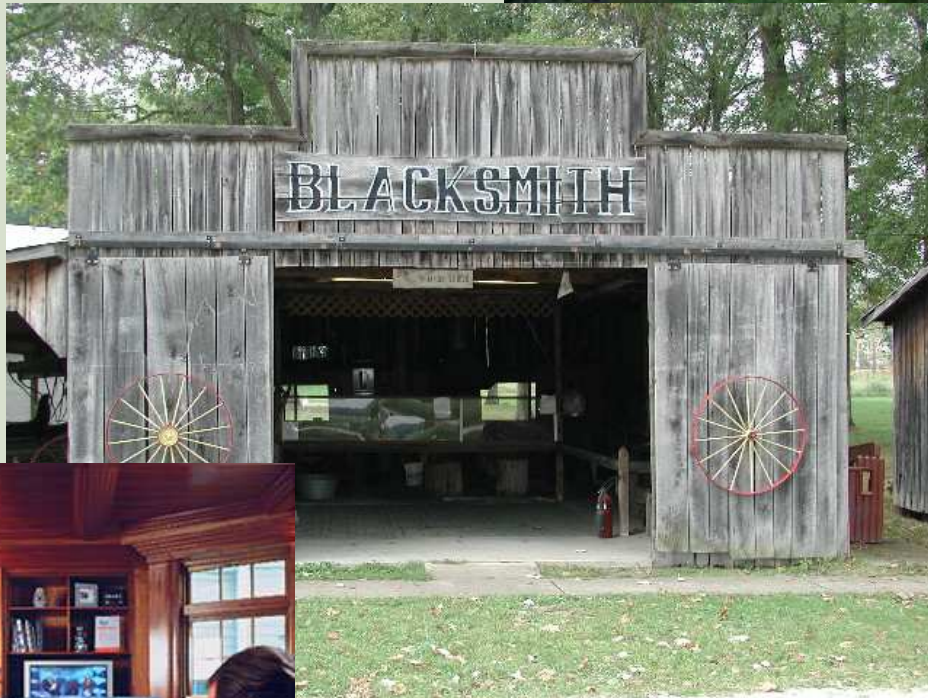


RESIDENTIAL BUSINESS OR LODGING

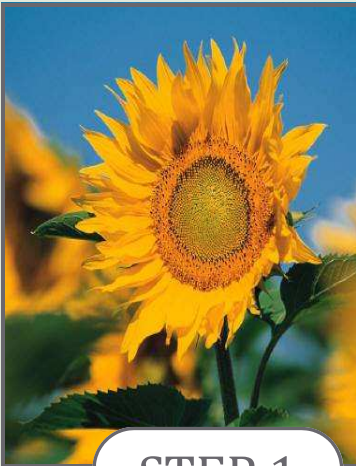
10 STEPS TO A COUNTY PERMIT



Planning and Building Department

125 North Bridge Street
St. Anthony, ID 83445
(208) 624-4643 ofc
(208) 624-1320 fax





STEP 1

Does Fremont County
require a permit?

Fremont County does not require a permit for the incidental use of some portion of a home for business purposes as long as there are no employees and only occasional visitors. Professionals working from a home office and home-based businesses like sewing or photography are examples.

Incidental business uses that employ up to two non-resident employees and/or have frequent customer visits require a Class I Residential Business permit. A small mail-order or Internet business with a couple of employees is an example.

The use of a home for transient rental uses, defined as the rental of the home for lodging/sleeping purposes for terms of 30 days or less in exchange for a fee, requires either a Class I (1 to 15 guests) or Class II (16 to 30 guests) Residential Lodging permit. Any rental cabin or bed & breakfast located in a rural or residential area requires this permit. Renting to 31+ overnight guests is a commercial activity requiring a different permit.

Residential care facilities and group homes are also allowed with an application for a Class I Residential Lodging permit.

The Fremont County home occupation permit application package is comprised of the permit application, the water sample test instructions, the septic inspection form, the septic capacity evaluation form, a site plan form, and various helpful contact numbers that can assist in finishing the application.

If you have any concerns on completing the form, please feel free to contact:

Fremont County Planning and Building Department
125 North Bridge Street
St. Anthony, ID 83445
(208) 624-4643 ofc
(208) 624-1320 fax
Email: p&b@co.fremont.id.us
Web: www.co.fremont.id.us



STEP 2

The County Home
Occupation Application



STEP 3

Your Water Supply

Fremont County is concerned about the ongoing health, safety, and welfare of its residents and visitors. The expansion of use from a single family home to allow one of the many permitted residential business or lodging uses will expand the water demands of the property. In order to ensure fire safety and safe drinking water, all applicants must demonstrate an adequate, clean supply of potable water.

For applicants served by a municipal water company, the application must be accompanied by written verification that the property is served by an adequate sized water service and that the account is in good standing. Whenever a permit is up for renewal, this verification must be completed again.

For applicants served by a private or community well, Fremont County requires that a water sample be drawn from a tap within the home and analyzed by Eastern Idaho Public Health District or a private lab. The analysis will determine whether the water is safe for human consumption or not. Any deficiencies must be addressed.



STEP 4

Sewer and Septic Considerations

When expanding the use of a residence to include any of the permitted home occupations, additional wastewater will be generated. Whether the property is served by a sewer or on-site septic, this additional flow can be a problem. Both types of disposal have maximum daily capacities that cannot be ignored. A heavy use on one day of the year (peak) is just as problematic as heavy daily usage (continuous).

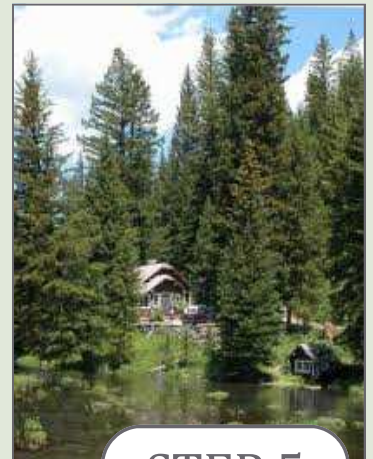
If the applicant is connected to a sewer system, Fremont County requires written verification from the sewer company that the account is in good standing and that the system can handle the additional waste expected by the expanded use.

Septic users must show good condition and adequate capacity. The required inspection of the system will show its condition. According to the Idaho DEQ, a septic tank must be twice as big as the highest daily flow. Daily flow is calculated by people x 40 gallons per day. The septic system may limit the permitted residential business or lodging uses.

Fremont County is a beautiful place, full of vast fields, meadows, and forests—all of which can burn. Most homes are also susceptible to fire. It is absolutely imperative that proper precautionary procedures be followed to make sure everyone's safety and welfare are protected.

Every application is required to show installation of smoke detectors, carbon monoxide detectors, and fire extinguishers. These must be installed as recommended by the manufacturer and kept in good working order. Avoid installation in areas that give false alarms, such as kitchens and above open fireplaces.

Fremont County has an Open Burning Ordinance that specifically regulates the types of fires that can be set outside. It also dictates dimensions for fire pits and requirements for fire suppression tools. Most importantly, a responsible party for a runaway fire will be held fully financially responsible for its extinguishment. Employees and guests must be shown the ordinance, so as to understand its requirements.



STEP 5

Fire Protection

A critical component of ensuring a pleasant experience with a residential business or lodging is to respect the neighbors and the neighborhood. Permitted residential uses cannot pose a nuisance to the neighbors—either with noise, litter, or odor.

Proper disposal of garbage is a key concern. Fremont County is shared with a whole host of wildlife that can be attracted to improperly stored garbage and make a mess—or worse. In all areas, closeable garbage receptacles are required; in some areas, animal-proof receptacles are required. In all cases, proper and frequent disposal is a must.

Outdoor storage areas for garbage, other solid waste, and other materials must be either screened from public view or fully enclosed within a structure. Screening can be accomplished with landscaping or appropriate fencing.

Employees and guests should be mindful of private property and fence lines, not only for themselves but for children and pets.



STEP 6

Nuisances and Outdoor Storage

The Fremont County residential business or lodging permit requires the provision of adequate off-street parking for all employees, guests, lodgers, visitors, etc., and any vehicles associated with the business or lodging use in compliance with the requirements of Appendix C of the Fremont County Development Code. All camper trailers, boat trailers, utility trailers, transport trailers, or any other type of trailer must also be parked off-street.

Generally, for small, incidental businesses, 4 parking spaces per 1000 square feet of the area used for the business must be provided. Transient rental uses must provide one parking space for every four guests of occupancy. Inadequate parking may limit the permitted residential business or lodging uses.

These spaces must be maintained in good condition during all seasons of business or lodging use. If the use continues into the winter, the spaces must be kept clear of snow. Parking spaces should be about 10-12 feet wide and 18-24 feet long to accommodate larger vehicles. Don't forget to provide adequate vertical clearance under roofs and trees.



STEP 8

Signage

Residential businesses and lodgings are intended to blend into the neighborhood. Therefore, signage is restricted.

All types of business or lodging permits may have one non-illuminated wall sign that does not exceed six square feet. They may also have one non-illuminated on-site directional sign of no more than four square feet. This last sign may be placed at the driveway entrance to inform visitors and guests that they have reached their destination.

Transient rentals must have a contact information sign posted on the outside of the home in an inconspicuous way, yet where a neighbor can easily read it. Such contact signs should not exceed two square feet.

STEP 9

Idaho State Tax Registration

All residential business or lodging permit applicants are required to provide their Idaho State Tax Commission Registration. Failure to collect and remit any and all applicable sales and use taxes may result in permit suspension or revocation.

Transient rental applicants who are using a contracted rental agency may indicate such on the application and provide the tax registration number of the rental agency. Any change of agency must be submitted to Fremont County to update the permit file.

STEP 10

Submit your forms and pay your fees

Once you've completed all of these steps, you are ready to submit your application form, inspection forms, verification letters, and application fee to receive your permit.