



Fremont County  
 Planning & Building Department  
 125 N. Bridge St. Suite 1  
 St. Anthony, ID 83445  
 (208)624-4643 Office  
 (208)624-1320 Fax

**HOME  
 OCCUPATION/TRANSIENT  
 RENTAL  
 CLASS I PERMIT**

Permit # \_\_\_\_\_  
 RA: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Fee \$195: \_\_\_\_\_

**THIS FORM MUST BE FILLED OUT COMPLETELY**

**SUBMITTAL:** The review process will require 7-10 working days.

**SECTION 1: OWNER INFORMATION**

**OWNERS:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**APPLICANT:**

Name \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
 Email: \_\_\_\_\_

**SECTION 2: PROPERTY DETAILS**

**Legal Description:** Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
**Parcel Number** \_\_\_\_\_ **Site Address:** \_\_\_\_\_  
**Owner Name:** \_\_\_\_\_ **Telephone:( )** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**SECTION 3: ACKNOWLEDGEMENTS**

**Owners and Applicant will initial each and sign below.**

- \_\_\_ I consent to filing this application and allow Fremont County staff, or their designees, to enter the property for site inspections related to this application.
- \_\_\_ I certify that I have the legal right to make this application and to carry out this use if approved.
- \_\_\_ I certify that this application does not violate any contractual restrictions on the use of this property including easements, CC&Rs, deed restrictions or other private contractual arrangements.

_____ Signature (Owner)	_____ Date	_____ Signature (Applicant)	_____ Date
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- \_\_\_ I declare, under penalty of perjury according to the laws of the State of Idaho, that all of the information in this application – along with any information that I will provide in support of it – is true and correct.
- \_\_\_ I acknowledge that any material misrepresentation of facts on my part will be grounds for voiding this permit if approved.

_____ Signature (Owner)	_____ Date	_____ Signature (Applicant)	_____ Date
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## SECTION 4: SUBMITTALS

- DETAILED LETTER** by applicant explaining the Home Occupation application.
  - PROOF OF OWNERSHIP**
  - SCALED SITE PLAN** showing all structures and the items noted below:
    - Verified access to public road
    - Well Location/Separation
    - Septic/Sewer Locations
    - Required designated parking areas
    - Setback from property lines
    - Solid waste disposal area
    - Location and dimension of proposed sign
  - Eastern Idaho District Health Department/septic system form completed – 208-624-7585**
  - Floor Area** \_\_\_\_\_
  - How many employees will this generate?** \_\_\_\_\_
  - What types of traffic will this generate?** \_\_\_\_\_
  - Identify location and dimensions of required parking and unloading areas (see Appendix C)**
  - For Transient Rentals, identify a contact person or agent within the local Fremont County calling area reasonable available by phone to respond to problems.**
- \_\_\_\_\_

## SECTION 5: ADDITIONAL SUBMITTALS

- For Residential Care Facilities with eight (8) or fewer residents and two (2) or fewer resident staff, attach any Required certifications or licenses.**
- For home occupations served by municipal water service, submit written evidence from the service provided that the service account is in good standing and of adequate service capacity for the proposed home occupation use.**
- For home occupations served by either a private or community well, submit the results of a water sampling test from a professional water testing service or laboratory of water drawn from inside the dwelling.**
- For home occupations served by a municipal or county sewer system, submit written evidence from the Service provided that the service account is in good standing and of adequate service capacity for the proposed home occupation use.**
- For home occupations served by either a private or community septic system, submit the results of both a “condition” evaluation and a capacity “evaluation” on a form provided by the county.**
- For transient rental use, certify that you understand the Fremont County Open Burning Ordinance.**

\_\_\_\_\_  
Signature: (Owner/Applicant)

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

- Provide your Idaho State Tax Commission Registration number and Travel and Convention Tax Collection number (Failure to collect and remit any and all applicable sales and use taxes may result in permit suspension or revocation).**

## **ONSITE REQUIREMENTS:**

- For transient rentals only, the name and phone number of the contact person shall be posted inconspicuously on the transient rental building, but where a neighbor can easily read it.**
- Install, test, and maintain smoke detectors, carbon monoxide detectors, and fire extinguishers specific to the proposed home occupancy use, per manufacturer's instructions and as required by code.**
- For transient rental use only, post the Open Burning Ordinance in a conspicuous place and inform all quests, tenants, lodgers, and visitors of the ordinance and its consequences.**
- Place a sufficient number of suitable garage receptacles in an area not readily visible from the street (except on collection days) and provide for weekly waste collection. Trash in plastic bags shall not be placed outside of garbage receptacles and where applicable, animal and pest-proof garage receptacles must be used. (There shall not be any noise, litter, or odor noticeable at or beyond the property line resulting from the use of the dwelling for home occupancy.)**
- Provide off-street parking for all employees, guests, lodgers, visitors, etc., and any vehicle associated with the home occupation in compliance with Appendix C. All camper trailers, boat trailers, utility trailers, transport trailers, or any other type of trailer must also be parked off-street.**
- Address, phone number and basic property access directions to be posted on the inside front door and adjacent to the primary phone for all vacation rental properties.**

**Detailed Sketch Plan:**

**NORTH**



Please draw to scale and label all buildings, roads, parking areas, rivers, creeks, fence, easements, location of bear proof garbage containers, buffering, the distance to property lines from primary location, etc.

A large rectangular grid consisting of 30 columns and 30 rows of small squares, intended for drawing a detailed sketch plan.

**OFFICE USE ONLY**

PERMIT:

RECEIVED BY:

DATE:

PERMIT APPROVED BY:

DATE:

COMMENTS:

Condition of Approval:

District \_\_\_\_\_

- 1. **CODE COMPLIANCE CHECK**
  - a. Smoke Detectors
  - b. Carbon Monoxide Detectors
  - c. Fire Extinguishers
  - d. Open Burn Ordinance Acknowledgement & Posted Properly
  - e. Solid Waste Provider/Provided Weekly
  - f. County Inspection
    - i. Letter of Deficiency Sent: \_\_\_\_\_
    - ii. Carbon Monoxide Detectors
    - iii. Fire Extinguishers
  - g. Sign Compliance Check
    - i. Contact information Sign
    - ii. Advertising Signs

