



# CITY OF VALDEZ HOME OCCUPATION BUSINESS APPLICATION

*All fields are required. If not applicable, please mark with N/A or dash.*

## BUSINESS INFORMATION

Business Name \_\_\_\_\_

Business Description \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Business Email \_\_\_\_\_

Business Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Physical Location \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Is the location your primary residence/home? (circle)      **YES**      **NO**

## BUSINESS OWNER INFORMATION

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## BUSINESS CATEGORY (check one)

art studio

music teacher

tailor, dressmaker

bed and breakfast

barbershop or beauty salon

business office

other

If other, please describe \_\_\_\_\_

## EMPLOYEE INFORMATION

Number of employees \_\_\_\_\_

(other than yourself, who do not reside at the home occupation location.)

**BUSINESS AREA**

Total area of dwelling unit (square feet) \_\_\_\_\_

Area of dwelling unit used by business (square feet) \_\_\_\_\_

**PARKING**

Number of off-street parking spaces available \_\_\_\_\_

**SIGNS**

Do you have (or plan to have) a business sign? (circle)      **YES**      **NO**

**BED & BREAKFAST**

Is this business a bed & breakfast? (circle)      **YES**      **NO**      (If yes, answer the following questions.)

Number of bed & breakfast bedrooms \_\_\_\_\_

Bed & breakfast total occupant number\* \_\_\_\_\_

(\*Includes those who reside in the dwelling unit, **and** max capacity of B&B rooms.)

***I have read and understand the home occupation permit regulations per Valdez Municipal Code 17.48.060 and agree to abide by these regulations***

Initial \_\_\_\_\_

***I understand that violation of these regulations may result in revocation of the home occupation permit.***

Initial \_\_\_\_\_

**APPLICANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

*(Your signature above certifies that you are the official representative of this business and that all information included on this form is accurate and that you agree to the above statements.)*

**ADDITIONAL INFORMATION**

Forms may be emailed to [planningdept@valdezak.gov](mailto:planningdept@valdezak.gov) or dropped off at Planning Window in City Hall. For a fillable PDF form, visit [valdezak.gov/97/Business-Registration](http://valdezak.gov/97/Business-Registration).

To submit via mail, send to the following address:

**Planning Department  
Attn: Business Registrar  
PO Box 307  
Valdez, AK 99686**

**QUESTIONS?**

Call the City of Valdez Planning Department at **907-834-3401** or email [planningdept@valdezak.gov](mailto:planningdept@valdezak.gov).