



Bed and Breakfast Checklist

The following items must be submitted with this checklist

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| <input type="checkbox"/> Master Application; completed and signed |
| <input type="checkbox"/> Site Plan 8 ½ x 11 showing entire property, include all structures, parking spaces and turn-around area for the business and any proposed signage |
| <input type="checkbox"/> Floor Plan 8 ½ x 11 which includes entire square footage of residence, any structure that will house portions of the business, show area and square footage to be used for the business |
| <input type="checkbox"/> Detailed letter fully describing the request, number of employees, hours and days of operation, number of customers, clients and rooms |
| <input type="checkbox"/> Deed or evidence of property interest to the subject property. |
| <input type="checkbox"/> Fees |

Number of nonresident employees: _____

Hours of operation: M-F _____ Sat _____ Sun _____

Gross square footage of dwelling _____

Gross square footage of area devoted to business _____ in residence.

Number of rooms devoted to guests _____.

Number of customers and clients _____ per day/week.

Process:

1. Submit application and all required submittals and fees.
2. DSD will notify neighboring property owners of the pending decision and give them opportunity to comment.
3. If the proposal is found to comply with Canyon County Codes a conditional approval will be issued.
4. After receiving a conditional approval the applicant shall comply with all of the conditions including but not limited to:
 - a. Obtain all applicable licenses
 - b. Complete all improvements and
 - c. Obtain a building permit to complete the change of occupancy and any required improvements
5. DSD will notify neighboring properties of the decision and the use may commence after the appeal period unless an appeal is filed.