



Business License Supplemental Form for Home Occupations

NAME OF APPLICANT	PHONE NUMBER	DATE	
ADDRESS	CITY	STATE	ZIP CODE

Give a brief description of home business: _____

I attest that a home occupation is not a violation of any rental agreement or any homeowner association's Covenants, Conditions and Restrictions (CC&Rs) applicable to the property.

 Applicant's Initials

Home occupations must be conducted in accordance with the following standards and requirements:

- The use of the property must be a residence, and the home occupation will be clearly incidental and secondary and will not change its residential character;
- The home occupation must not involve the use of more than one (1) room in the dwelling, or the equivalent of twenty (20) percent of the total floor area of the living area of the main residence, whichever is greater. This space may be located within the main residence or in a permitted accessory building. The garage parking area may not be used for the operation of the home occupation, except in the case of a third car garage, a permitted accessory room attached to the garage, or work areas outside of the required parking area within a garage. If two home occupations exist within a single residence, the combined space devoted to the occupations may not exceed the above limitations;
- All activity must be conducted inside the residence or a permitted, enclosed accessory structure, with the exception of the parking of an allowable vehicle;
- The inventory, supplies, equipment and tools for a home occupation must not be more than twenty-five (25) percent of the allowable area involved in the home occupation and must be stored entirely within a permitted, enclosed building or within an allowable vehicle;
- No structural alterations of the premises may be made when related to the home occupation, except those consistent with the residential character of the dwelling;
- No person other than the residents may be employed on the premises in connection with the home occupation. Any other employees must meet the home occupation operator at the off-site job location and may not leave from or arrive at the home occupation operator's residence to start or end the workshift or workday;
- No customers may come to the home occupation residence. All in-person contact must take place at an off-site location such as the customer's residence or place of business. The only exception will be a student arriving to a home occupation residence for the sole purpose of one-on-one music or arts instruction or academic tutoring. Music and arts instruction will be allowed only between the hours of 9:00 a.m. to 8:00 p.m., daily. Academic tutoring will be allowed only between the hours of 9:00 a.m. to 10:00 p.m., daily;
- The home occupation must be in conformance with the City noise ordinance, Section 46.7.2 (Division 4, Chapter 6, Article 7);
- The home occupation must not produce odor, dust, vibration, fumes, smoke, or electrical interference. The home occupation may not involve hazardous processes or materials beyond the nature and quantity normally associated with residential use. The home occupation is subject to inspection by the Fire Department to the same extent as a commercial premises to ensure compliance with this condition;
- The home occupation may not involve the use of power driven equipment, except electric motors of up to one-half (1/2) horsepower capacity each;
- Deliveries at the home occupation residence by large commercial semi-trucks will be prohibited, but deliveries of parcels and small packages by delivery vans will be permissible;
- Only one vehicle that is used primarily for the home occupation may be parked or stored on or near the home occupation property. That vehicle may display a sign that includes the name of the business;
- No sign or display identifying the home occupation may be visible from the exterior of the premises, except that on a permitted vehicle;
- Advertisements that are displayed in any media, including telephone directories, may not give the street address of the home occupation location;
- There will be a limit of two home occupations per residence and each home occupation must have a business license. Business licenses will be non-transferable;
- The applicant agrees to make the premises available for inspection by the City Manager, or his/her designee, at all reasonable times and without an inspection warrant for the purpose of assuring compliance with the requirements of the Article;
- The applicant shall pay the fee for the Home Occupation Permit per the Development Fee Schedule prior to issuance of the business license.

It is hereby agreed that the business license to conduct this home occupation at the above address is granted subject to these conditions. I declare under penalty of perjury that the above conditions reflect accurately the manner of operation of my business to the best of my knowledge. Any person violating any of these provisions will be guilty of an infraction, and upon conviction, will be subject to a fine as provided for in Section 36900 of the California Government Code.

 Signature

 Date

FOR OFFICE USE ONLY

Community Development Department _____ Fire Prevention _____ Environmental Division

Comments