



# Home Occupation Permit Application

A Home Occupation is a small business conducted entirely within a home by the person(s) living there, which would be clearly incidental and secondary to the use of the home as a residence, and which would in no way change the character or appearance of the residence, and which no way adversely affect adjoining properties. The Zoning Ordinance, therefore, limits Home Occupations to those uses which can comply with the following conditions:

1. No employment of help other than members of the resident family.
2. No use of material or mechanical equipment not recognized as being part of reasonable household uses.
3. The use shall not generate pedestrian or vehicular traffic.
4. No storage of materials or supplies outdoors and no use of commercial vehicles for delivery of materials to or from the premises.
5. No signs or advertising shall be permitted on the premises.
6. In no way shall the appearance of the building be so altered, or the home occupation be so conducted as to cause the premises to deviate from its residential character, either by color, materials or construction, or by lighting signs, sounds, or noises, vibrations, and the like.
7. There shall be no use of utilities or community facilities beyond that reasonable to the use of the property for residential purposes.
8. The use shall not be a category of industrial homework which is prohibited by state law.
9. That if the use is a category of industrial homework which is not prohibited by state law, evidence shall be submitted that a valid and existing license and permit has been issued to the employer and industrial homemaker (applicant) respectively by the State Division of Industrial Welfare or other appropriate regulatory agency governing the use.
10. That if the use requires a license or permit by any other public agency having jurisdiction by law, evidence shall be submitted that a valid license or permit has been issued to the applicant by such public agency.
11. The applicant shall sign an affidavit that he or she is aware of and agrees to all of the requirements and conditions under which approval of the home occupation is given, and that if any of said requirements or conditions are violated, the approval shall become null and void.

Note: Cottage Food Operations have a separate permit and process.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone No. (\_\_\_\_\_) \_\_\_\_\_ Cell Phone No. (\_\_\_\_\_) \_\_\_\_\_

Are you the owner of the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_

How long have you been living at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months

Describe in detail the proposed activity. \_\_\_\_\_

Have you discussed the proposed activity with the adjoining property owners? Yes \_\_\_\_\_ No \_\_\_\_\_

Did they have any objections? If yes, what were their concerns? \_\_\_\_\_

Note: If applicant is not the property owner, written consent from the property owner/manager is required.



# Home Occupation Permit Application—Affidavit

I, \_\_\_\_\_, HERBY STATE THAT I have read and understand all of the conditions in this application, and that I agree to the limitations imposed by them.

I ALSO UNDERSTAND THAT if, at any time, this Home Occupation located at: \_\_\_\_\_ does not comply with all required conditions or any other applicable ordinances or regulations, my operation will become invalid and all rights to continue will cease.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_

(insert name and title of the officer)

personally appeared \_\_\_\_\_,

Who proved to me on the basis of satisfactory evidence to be the person (s) whose name(s) is/are subscribed to the within instrument and acknowledgement to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

Home Occupation No. \_\_\_\_\_ FILING FEE- See Current Fee Schedule  
Date Filed: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_  
Receipt No. \_\_\_\_\_ BOTC No. \_\_\_\_\_ Expires: \_\_\_\_\_