



# Home Occupation Permit Application

(Please type or print clearly using ink)

## GENERAL INFORMATION

\_\_\_\_\_  
Name of Proposed Business

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Property Owner's Signature

Property owner's signature is required if different from applicant's name, or a signed statement from the owner approving such use of the dwelling must be submitted with this application.

## BUSINESS ACTIVITY DESCRIPTION

Provide a detailed description of the business and its operation. Examples of information are: What part of dwelling (in square footage) is being used? What business equipment is used? What size of vehicle, if one is used? Where is it stored? Do you have deliveries to home, how many times a week? Have you set up a P.O. Box for business mail and what is its location? Where do you store your material? *BE SPECIFIC* (Example: Office for mail order kitchen utensils. One bedroom, 100 square feet. Only use phone, fax, or computer. Two times per week deliveries. P.O. Box is at "ABC Mail Plus" in "XYZ Shopping Center." No commercial size vehicle other than personal car. Materials stored in bedroom.)

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\_\_\_\_\_

## APPLICANT'S ACKNOWLEDGMENT

I hereby certify that I have read the Home Occupation Permit requirements on the back of this application, fully understand the implications, and can comply with all of these requirements. I declare under penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief is a true, correct, and complete statement of facts.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

## ACTION

APPROVED BY: \_\_\_\_\_  DENIED BY: \_\_\_\_\_

<b>File Number:</b>	<b>Date:</b>	<b>Received By:</b>	<b>Receipt No.:</b>	<b>Fee:</b> \$
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## DEFINITION

A Home Occupation is an accessory occupational use conducted by a resident of a dwelling as a secondary use thereof, which is conducted entirely within a dwelling by the inhabitants, which use is clearly incidental to the use of the structure for dwelling purposes, which does not change the character of the building or neighborhood, and for which there is no display, no stock-in-trade, no commodity sold on the premises and no mechanical equipment used except that necessary for housekeeping purposes. The Home Occupation Permit may be granted for a specific use if it meets the criteria listed on this page.

1. The use of the dwelling for such home occupation shall be clearly incidental and subordinate to its use for residential purposes by its inhabitants.
2. No persons other than members of the family who reside on the premises shall be engaged in such activity.
3. There shall be no change in the outward appearance of the building or premises, or other visible evidence of the activity.
4. There shall be no sales of products on the premises, except produce (fruit or vegetables) grown on the subject property.
5. The use shall not allow customers or clientele to visit dwellings. However, incidental uses such as music lessons, and the sale of produce may be permitted if the City Planner approves their intensity.
6. No equipment or processes shall be used on the subject property that creates noise, smoke, glare, fumes, odor, vibration, electrical, radio or television interference disruptive to surrounding properties.
7. No home occupation shall be conducted in an accessory building. Normal use of the garage may be permitted if such use does not obstruct required parking.
8. Not more than 15 percent of the total square footage of the dwelling, or one room of the dwelling, whichever is less, shall be used for the home occupation.
9. The use shall not involve storage of materials or supplies in an accessory building or outside any structures.
10. Use of the United States Postal Service in conjunction with the home occupation shall be done by means of a post office box.
11. No signs shall be displayed in conjunction with the home occupation, and there shall be no advertising using the home address.
12. A home occupation permit is not valid until a current City business license is obtained.
13. The use shall not involve the use of commercial vehicles for delivery of materials to or from the premises, other than a vehicle not to exceed a capacity of 1 $\frac{1}{2}$  ton, owned by the operator of such home occupation.
14. If an applicant is not the owner of the property where a home occupation is to be conducted, then a signed statement from the owner approving such use of the dwelling must be submitted with the application.

## CONDITIONS

1. The Home Occupation Permit is not valid if a City Business License is not obtained or renewed, and the fee has not been paid.
2. A change of residence in the City or a change in the type of business requires a new Home Occupation Permit.
3. The addition of other types of businesses in the same home requires additional Home Occupation Permits.
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_