



\$30.00 Application Fee

HOME-BASED BUSINESS APPLICATION AND PERMIT

This is an application to verify your home-based business complies with City zoning requirements. You must apply for a business license with the Finance Department following Planning Division approval of this application. A copy of this approval must be attached to your business license application.

PROPOSED BUSINESS ADDRESS		BUSINESS NAME		
APPLICANT/PROPERTY OWNER	PHONE	MAILING ADDRESS	CITY	ZIP
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT)	PHONE	VEHICLE LICENSE PLATE NUMBER		

Home-based business description:

All home-based businesses shall conform to the following criteria (CMC Section 122-304):

Expressly prohibited types of home-based businesses: Any use or activity, whether for pay or not, including but not limited to the following: (i) automotive service, diagnosis, or repair to vehicles, other large machinery or equipment, or large appliances of others, (ii) massage therapy, or (iii) beauty salons. ____ **(applicant's initials)**

Location: The home-based business shall be conducted entirely within the principal dwelling, or within an enclosed structure attached to the dwelling, or within a legally permitted and constructed enclosed accessory structure detached from the dwelling, excluding required garage parking area. ____ **(applicant's initials)**

Floor Area Maximum: The space exclusively devoted to home-based businesses, including any related storage, shall not exceed twenty (20%) percent of the dwelling unit's habitable square footage as determined by county tax records. ____ **(applicant's initials)**

Employees: Employees working or meeting at the site shall be limited to persons who reside at the residence and one non-resident. The one non-resident employee may report to the home-based business between the hours of 8:00 a.m. and 8:00 p.m. only. ____ **(applicant's initials)**

Clients or Customers: No clients or customers shall be permitted at the site of the home-based business, except for students engaged in individual home instruction, i.e., with one student at a time and no more than six (6) students per day. Students may report for instruction between the hours of 8:00 a.m. and 8:00 p.m. only. ____ **(applicant's initials)**

Vehicles: A maximum of one business vehicle up to one-ton capacity per residence is permitted, provided that the vehicle does not give the appearance that a business is being conducted at the location. The following types of vehicles are expressly prohibited: limousines, dump trucks, tow trucks, construction vehicles (e.g., front-end loaders, backhoes), trailers (e.g., construction trailers, chipper trailers), construction equipment (e.g., cement mixers, chippers), vehicles over one ton, and similar vehicles. ____ **(applicant's initials)**

Parking: A home-based business shall not encroach on any areas required for parking. A vehicle used in conjunction with a home-based business shall be parked in compliance with all applicable parking regulations, including but not limited to Section 122-744 (6) of the City's Municipal Code. ____ **(applicant's initials)**

Appearance: The residential appearance of the property at which the home-based business is conducted shall be maintained, and no exterior indication of a home-based business shall be permitted, including commercial advertising signs or window displays. ____ **(applicant's initials)**

(OVER)

Storage: No equipment, parts, materials, supplies, merchandise, refuse or debris shall be stored outdoors, except that equipment, parts, materials, supplies or merchandise may be stored in the rear yard of the residence if fully screened from public view. Equipment, parts materials, supplies or merchandise may also be stored within a permanent, fully enclosed compartment of a passenger vehicle or truck. No refuse or debris shall be stored in any vehicle. There shall be no storage of hazardous chemicals other than that which is normally found at a private residence. ____ **(applicant's initials)**

Deliveries: Deliveries shall be limited to the frequency of deliveries and types of vehicles normally associated with residential neighborhoods and shall be between the hours of 8:00 a.m. and 8:00 p.m. only. ____ **(applicant's initials)**

Nuisances: A home-based business shall be conducted in a manner which does not create a public nuisance under State law or under this Code. Further, a home-based business shall not create noise, odor, dust, vibration, smoke, electrical disturbance, or any other interference with residential uses of adjacent property, and **shall be invisible to the neighborhood**. There shall be no excessive use of, or unusual discharge into, any one or more of the following utilities: water, sanitary sewers, electrical, garbage, or storm drains. ____ **(applicant's initials)**

Compliance with Other Regulations: A home-based business shall comply with all other applicable State laws and City ordinances, including any State licensing requirements. ____ **(applicant's initials)**

By signing below, applicant acknowledges that the home-based business will be incidental to the property's use as a residence, that it will comply with the criteria stated herein, and will not involve any of the prohibited activities listed above. Any violation of these restrictions will result in possible fines, penalties or legal action.

Applicant/Property Owner		Date
FOR PLANNING DIVISION USE ONLY		
PLANNING AUTHORIZATION	DATE APPROVED	FEE PAID <input type="checkbox"/> YES <input type="checkbox"/> NO
FILE NUMBER	ZONING CLASSIFICATION (INCLUDE GENERAL PLAN FOR PD DISTRICT)	PARCEL NUMBER