



# APPLICATION FOR A HOME OCCUPATION PERMIT

## 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.)

I have read and understand the regulations and definitions for cannabis/marijuana related business activity in Chapter 8.52 of the RCMC.

YES NO

Is this business affiliated in any cannabis/marijuana activity as defined by Chapter 8.52 of the RCMC?

YES NO

## APPLICANT'S ACKNOWLEDGMENT

I hereby certify that I have read the Home Occupation Permit standards and conditions 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>	Acct# for Planning Dept fee: 10010004508	<b>Fee:</b> \$
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## DEFINITION AND STANDARDS

A Home Occupation is the conduct of a business within a dwelling unit or residential site, employing occupants of the dwelling, with the business activity being subordinate to the residential use of the property. Examples include, but are not limited to, accountants and financial advisors, architects, artists, attorneys, offices for construction businesses (no equipment or material storage), and real estate sales. All home occupations shall comply with the following development standards:

1. **Incidental use by nature.** The use of the dwelling as a home occupation shall be clearly incidental and subordinate to its use for residential purposes by its inhabitants. Not more than 15 percent of the total square footage for the dwelling or one room of the dwelling, whichever is less, shall be used for the home occupation. For the purpose of this section, the inhabitants of the home who are working remotely from their place of employment are not considered a home occupation.
2. **Employees.** No persons, other than members of the family who reside on the premises, shall be engaged in the home occupation activity. Off-site employees or partners are not permitted, except for cottage food uses, consistent with state law.
3. **Exterior appearance.** There shall be no change in the outward appearance of the building or premises, or other visible evidence of the activity.
4. **Sales.** There shall be no sales of products on the premises, except produce (fruit or vegetables) grown on the subject property, cottage food products, or homemade crafts. On-site sales allowed shall be limited to the hours of 8:00 a.m. to 8:00 p.m. as long as sales do not result in visitor or customer traffic beyond allowed in this section. Off-site sales, including electronic and mail order commerce, is permitted, consistent with the other standards of this chapter.
5. **Visitors and customers.** Not more than five customers or clients per day shall enter the dwelling for meetings, service, or products and not more than ten vehicle trips per day shall be created by customers or clients. Customers or clients must park either in the driveway of the dwelling or in front of the dwelling only.
6. **Operation standards.** 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. **Accessory structures.** Home occupations may utilize accessory structures as storage or workspace space provided such use is confined to a cumulative area of not more than 600 square feet in an attached and/or detached accessory structure or garage. An attached or detached garage may be used for storage or workspace as long as sufficient parking space is available on the property to meet the current code requirements.
8. **Deliveries.** Deliveries shall not exceed those normally and reasonably occurring for a residence. Deliveries of materials for the home occupation shall not involve the use of commercial vehicles, except for FedEx, UPS, or USPS-type home pickups and deliveries. Off-site deliveries, such as to a post office box, are preferred.
9. **Signs.** No signs shall be displayed in conjunction with the home occupation and there shall be no advertising using the home address.
10. **Commercial vehicles.** No person shall park or store more than one commercial vehicle or any commercial vehicle over 10,000 pounds licensed gross vehicle weight per dwelling unit.
11. **Prohibited uses.** Home occupation permits shall not be granted for the following prohibited uses:
  - a. Ammunition recycling. (Ord. No. 1000 § 4, 2022)

## 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. Any business affiliated in any cannabis/marijuana activity, whether or not for profit, is prohibited in the City.
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