



Community Development Department

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Building ♦ Planning

Permit Fee: \$109.00

Home Occupation Permit

Date: _____

Permit #: _____

Name: _____ Phone #: _____

Address: _____

Name of Business: _____

Please tell us specifically how your business operates from the home:

PURPOSE: In general, a home occupation shall be located and conducted such that the average neighbor, under normal circumstances, would be unaware of its presence. The standards applied are intended to insure compatibility with other permitted uses in residential areas and preserve the residential character of the neighborhood.
(Pursuant to City of Petaluma Implementing Zoning Ordinance Section 7.050)

Does your business require a special permit (e.g. health, ABC, Federal Firearm, etc.)? Yes No

If the answer is "Yes" a Home Occupation Permit CANNOT be issued.

Does your home occupation involve any of the following? Yes No

If the answer is "Yes" a Home Occupation Permit CANNOT be issued.

- Auto or vehicle repair, or tune-up
- Barber shop/beauty salon
- Card-reading astrological services
- Class instruction on premises for more than two students at a time
- On-site painting services (auto, boat, appliances, etc.)
- Care, treatment, or boarding of animals for a fee.
- Gun repair, sale of guns or ammunition (sale of five or fewer guns a year is exempt from this section).
- Activities involving substantial amounts of dangerous or hazardous materials, including but not limited to pesticides, herbicides, poisons, and highly flammable materials.
- Any food handling, processing, or packing.

Please answer the following questions and provide more details where necessary. This will assist us in processing your application more quickly:

1. Will the business be conducted primarily within the main dwelling? Yes No

2. Will the business involve the use of any yard space or outside area? Yes No

If yes, please explain: _____

Will you be storing equipment/supplies outside of your home? Yes No

If so, what will you be storing and where? _____

3. Do you plan to use your garage for business purposes or storage? Yes No

If yes, will you still be able to park in your garage? Yes No

(Available parking space must be at least 10 x 20).

4. The home occupation shall not be identifiable from the property line by any means including, but not limited to, sight, noise, light, smoke, and traffic, parking demand, odor, vibration, electrical interference, dust, glare, liquid or solid waste. A person standing just beyond the boundary line of the property should not be aware of the home occupation, excepting a sign as permitted by Section J.

Does your business comply with this requirement? Yes No

5. Will you be using your personal vehicle for business purposes? Yes No

If yes, what kind of vehicle do you have? _____

(Please note: must be a non-commercial vehicle of ¾ ton or less)

6. Do you intend to make any internal or external alterations to your home for the purposes of this home occupation? Yes No

7. Do you intend to have employees other than yourself? Yes No

If so, how many? _____ Are they residents of this address? Yes No

8. Are you a re-sale business? Yes No

If yes, are items for sale produced on the premises? Yes No

Do you act as an intermediary between off-site suppliers & customers? Yes No

9. Will you see customers/clients at your home? Yes No

Frequency of visits: Per day _____ Per week _____ Per month _____

Will you be receiving business related deliveries at your home? Yes No

Frequency of visits: Per day _____ Per week _____ Per month _____

10. Do you intend to advertise this business? Yes No

If so, please note that **No** advertising shall be used which informs the public of the address of the home occupation (business cards and stationary letterhead excluded).

Applicant's initials _____

11. Do you intend to have a sign advertising your business? If so, please initial below, stating that you understand the following: A non-illuminated identification sign of **not more than 1-1/2 square feet in area** may be placed flat against an outside wall of the house to advertise the home occupation. **Applicant's initials** _____

Revocation of Permit:

Upon receipt of complaint regarding the operation of the home occupation or upon observation of a violation of City ordinances, the Community Development Director, or a designated representative, shall determine whether the subject home occupation is in compliance with the provisions of this permit. If the use is found not to be in full compliance with the conditions of approval, the Community Development Director shall have cause to suspend or revoke the zoning permit or amend operational conditions. Once a zoning permit for a home occupation has been revoked, continued practice of the home occupation at that location is no longer permitted and subsequent applications shall not be filed within one (1) year from the date of revocation.

PLEASE NOTE: The City of Petaluma obtains property ownership information from the Sonoma County Tax Assessor's office. Our records may be behind. If we cannot verify current ownership information, we may ask for documentation to verify ownership.

Applicant's Signature _____

Property Owner or Authorized Agent Signature (necessary only if applicant is not the owner of the property where the business is to be located):

(Print Name)

(Signature)

(Address)

(Phone #)

I certify that the above business description is true and correct, and that I understand and agree to abide by the following conditions of approval per City of Petaluma Implementing Zoning Ordinance Section 7.050.

For Staff Approval

Zoning: _____ APN: _____

Permit Approved by _____ Date: _____

Receipt #: _____

STAFF COMMENTS:

Implementing Zoning Ordinance Section 7.050 - Home Occupation Permit

- A. **Purpose.** It is the intent of this section to preclude incompatible home occupations from occurring in residential neighborhoods and to permit only those uses which conform to the standards of this section. Custom, tradition, and precedence are excluded as criteria for approval. In general, a home occupation shall be located and conducted such that the average neighbor, under normal circumstances, would be unaware of its presence. The standards applied are intended to insure compatibility with other permitted uses in residential areas and preserve the residential character of the neighborhood. The City Council favors home occupations that do not disrupt the neighborhood.
- B. **Permit Required.** No activity subject to the provisions of this section shall be conducted without review by the Planning Division and the issuance of a home occupation permit. Said permit shall be a conditional permit, issued by the Director or a designated representative, acting as the Zoning Administrator. A limited period of approval may be imposed by the Zoning Administrator.
- C. **Application for Permit.** Application for a home occupation permit shall be made to the Zoning Administrator (Director) on a form provided by the City of Petaluma.
- D. **Fee.** The fee for a home occupation permit shall be established by resolution of the City Council from time to time hereinafter enacted.
- E. **Requirements and Conditions.** The home occupation shall be subject to the following requirements and others as imposed by the Zoning Administrator to further the purposes of Section 7.050(A).
1. The use shall be conducted primarily within the main dwelling structure and shall not involve the use of any yard space or outside area. Accessory structures such as garages may be used but not in such a way as to preclude required vehicular parking.
 2. The home occupation shall not be identifiable from the property line by any means including, but not limited to, sight, noise, light, smoke, odor, vibration, electrical interference, dust, glare, liquid or solid waste. A person standing on the boundary line of the property should not be aware of the home occupation.
 3. Commercial vehicles excepting pick-up trucks of three-fourths (3/4) ton or less shall not be used in conjunction with the home occupation.
 4. No internal or external alterations for the home occupation shall be made to the dwelling unit that are not customarily found in or to serve residences.
 5. There shall be no outside storage of equipment or supplies.
 6. Articles offered for sale shall be limited to those produced on the premises, except where the person conducting the home occupation serves as an agent or intermediary between off-site suppliers and off-site customers, in which case all articles, except samples, shall be received, stored and sold to customers at off-premises locations.
 7. The home occupation shall not create pedestrian, automobile, or truck traffic or parking in residential neighborhoods in excess of that normally associated with residential use, with no more than two non-occupant vehicles present on the street at any given time.
 8. No advertising shall be used which informs the public of the address of the home occupation (business cards and stationery letterhead excluded).
 9. Residents and not more than two non-residents may work at a home occupation location.
 10. A non-illuminated identification sign of not more than 1-1/2 square feet in area may be placed flat against an outside wall of the house to advertise the home occupation.

- F. **Examples of uses which will not be considered as home occupations.** The uses specified below shall not be permitted as home occupations because by their nature they have one or more of the following characteristics: equipment or machinery of a type or quantity not typically found in the home; need for outside storage; parking needs greater than what can be provided on-site; need for special permits (e.g., health, ABC, Federal Firearm, etc.); need for extensive alteration to the residence or lot. The uses specified below shall not be permitted as home occupations:
1. Auto or vehicle repair, or tune-up.
 2. Barber shop/beauty salon.
 3. Card-reading astrological services.
 4. Class instruction on premise with more than two students at any time.
 5. On-site painting services (auto, boat, appliances, etc.).
 6. Care, treatment, or boarding of animals for a fee.
 7. Gun repair, sale of guns or ammunition (sale of five or fewer guns a year is exempt from this section).
 8. Activities involving substantial amounts of dangerous or hazardous materials, including but not limited to pesticides, herbicides, poisons, and highly flammable materials.
 9. Any food handling, processing, or packing.
- G. **Advertising.** There shall be no outside advertising of the use other than within the phone book and then no address of the premises shall be listed, only a telephone number.
- H. **Revocation of Permit.** Upon receipt of a complaint regarding the operation of the home occupation or upon observation of a violation of City ordinances, the Director or a designated representative, shall determine whether the subject home occupation is in compliance with the provisions of this section. If the use is found not to be in full compliance with the Zoning Ordinance or conditions of approval, the Director shall have cause to suspend or revoke the zoning permit or amend operational conditions. Once a zoning permit for a home occupation has been revoked, continued practice of the home occupation at that location is no longer permitted and subsequent applications shall not be filed within one (1) year from the date of revocation.
- I. **Appeal.** As prescribed in Section 24.070.