**Contra Costa County**
**Department of**
**Conservation and Development**
30 Muir Road, Martinez, CA 94553
PHONE: 925-674-7200
FAX: 925-674-7244

**$50.00 Application Fee**

## ADMINISTRATIVE HOME OCCUPATION APPLICATION AND PERMIT

This is an application to verify your home occupation complies with County zoning requirements. You must apply for a business license with the Tax Collector's Office following Community Development Division approval of this application. A copy of this approval must be attached to your business license application.

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

**Home occupation description:**

_____
_____
_____

**82-40.010 Home Occupation – Ministerial Permit.** An application for a home occupation permit will be ministerially approved only if it complies with the following standards:

A. **Use:**
   1. The home occupation must be incidental and subordinate to the use of the property as a residence. _____ **(applicant's initials)**

   2. Does your business involve the sale of firearms (i.e. Gun Broker)? **Yes ____ No ____**
      If yes, this use is not permitted within a residentially zoned district, County Code Chapter 82-36 and California Penal Code §12070 and §12071 applies.

B. **Location:**
   1. The home occupation must be conducted entirely within a residential dwelling unit. No more than one room, or 20 percent of the floor area, whichever is greater, may be used for the home occupation. A home occupation is allowed within an accessory building that complies with the primary setbacks for the applicable zoning district. _____ **(applicant's initials)**

   2. Is the Home Occupation within the primary residence? **Yes ____ No ____** If no, the accessory structure needs to comply with the primary setbacks for the zoning district.

C. **Employees.** Only the residents of the dwelling unit may be involved in the conduct of the home occupation. _____ **(applicant's initials)**

   1. Does your business involve food preparation? **Yes ____ No ____**

   2. Do you have an employee who is not a resident? **Yes ____ No ____** If yes, a Land Use Permit may be required.

D. **Clients or customers.** No clients or customers are permitted at the site of the home occupation, except for students engaged in individual home instruction. If student visits occur, only one student may be present at one time, no more than six student visits may occur per day, and students may be present only between 8:00 a.m. and 6:00 p.m. _____ **(applicant's initials)**

E. **Vehicles.** One business-related vehicle, with a rated capacity of up to one ton, is permitted at the site of a home occupation, except that the following types of vehicles are 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 with a rated capacity of one ton or more, and similar vehicles. _____ **(applicant's initials)**

F. **Parking.** Two off-street parking spaces are required. No portion of a home occupation may occupy a required off-street parking space or cause an off-street parking space to be displaced, except that one required off-street parking space may be occupied by a business-related vehicle.
_____ **(applicant's initials)**

G. **Traffic and Deliveries.** The home occupation may not generate vehicular traffic that exceeds the traffic normally associated with a single family residential use. Deliveries to the home occupation may not exceed the frequency of deliveries and types of vehicles normally associated with residential neighborhoods. Deliveries to the home occupation may occur only between the hours of 8:00 a.m. and 8:00 p.m. _____ **(applicant's initials)**

H. **Appearance.** The residential appearance of the property at which the home occupation is conducted must be maintained, with no exterior indication of a home occupation. Exterior signs advertising the home occupation, window displays, outdoor displays, and other exterior indications of the home occupation may not be used. _____ **(applicant's initials)**

I. **Storage.** No equipment, parts, materials, supplies, merchandise, refuse or debris shall be stored outdoors. Equipment, parts, materials, supplies or merchandise may be stored within a permanent, fully enclosed compartment of a passenger vehicle or truck. No refuse or debris may be stored in any vehicle. No hazardous chemicals may be stored at the site of a home occupation, other than those normally associated with a residential use. _____ **(applicant's initials)**

J. **Nuisances.** No noise, odor, dust, fumes, vibration, smoke, electrical disturbance, or other interference with the residential use of adjacent properties may be created by the home occupation. The home occupation may not result in water, electricity, garbage, sewer or storm drain usage that exceeds normal residential use. _____ **(applicant's initials)**

K. **Compliance with Other Regulations:** A home occupation shall comply with all other applicable State laws and County Ordinances, including any State licensing requirements.

By signing below, the applicant acknowledges that the home occupation will be incidental to the property's use as a residence and that it will comply with the criteria stated herein. Any violation of these restrictions will result in possible fines, penalties or legal action.

| | | |
|---|---|---|
| APPLICANT SIGNATURE | | DATE |
| PROPERTY OWNER SIGNATURE | | DATE |
| **FOR COMMUNITY DEVELOPMENT DIVISION USE ONLY** | | |
| PLANNING DIRECTOR OR DESIGNEE SIGNATURE | DATE APPROVED | FEE PAID |
| FILE NUMBER | ZONING DISTRICT<br>(Include General Plan For P-1 District) | PARCEL NUMBER |