

HOME OCCUPATION PERMIT APPLICATION

Environmental and Development Services Dept. Planning Division 10890 San Pablo Avenue, El Cerrito, CA 94530 (510) 215-4330 – FAX (510) 233-5401 planning@ci.el-cerrito.ca.us

| Application No: | |
|-----------------|--|
| Date Received: | |

Fees: \$93-one-time-only, plus annual City Business License (6059)

| Applicant's Name: | | Date: | |
|-------------------------------|---|---|--|
| Applicant's Address: | | | |
| Telephone Number: | Business: | Residence: | |
| Please read the Mu | nicipal Code section on the | reverse side before answering the following questions. | |
| What service will yo | ur business perform? | | |
| 2 who is not a resider | . , | siness? (PLEASE NOTE: Only one employee ed. If you plan to have an employee who is g all off-street parking.) | |
| | ness require any changes to electrical or structural chang | | |
| 4 What area of your h | ouse/apartment will be used | for your business? | |
| A. Size of the a | area to be used for your busi | ness?square feet | |
| B. Total square | e footage of your house/apar | tment?square feet | |
| 6 Please list the mach | nines or other equipment use | ed in your business: | |
| 6 What materials will | be stored at your home? (su | ch as merchandise or products other than office supplies) | |
| Where will any such | materials be stored? | | |
| Are any materials c | assified as hazardous? | Yes □ No | |
| Will clients or custor | mers come to your home to | obtain a product or service? ☐ Yes ☐ No | |
| If yes, how many at one | e time? How will | they arrive? | |
| | | | |
| | | er than your personal vehicle? Yes No | |
| Will trucks or comm | ercial vehicles pick up and/o | or deliver materials at your residence? Yes No | |
| | uency of pick-up and deliver | | |

| I have read and understood Section 19.20.100 of the El Cerrito Zoning Ordinance and believe, to the best of my knowledge, that my home business will not violate any portion of that ordinance. Further, I certify that my answers to the foregoing questions are accurate and correct. | | | |
|---|--|--|--|
| Αp | pplicant's Signature: Date: | | |
| | | | |
| | PLEASE NOTE: If you are a tenant, it is your responsibility to notify the property owner that you are operating a business on his or her property. | | |
| ΕI | Cerrito Zoning Ordinance, Section 19.20.100 | | |
| | ome occupations shall be located, developed, and operated in compliance with the following standards: | | |
| A. | Terms of Use . A home occupation shall be considered an accessory use of a nonresidential nature that is conducted within a residential unit by a resident of the unit. | | |
| В. | Location . A home occupation shall be conducted, either within the residential unit, within a structure attached to the unit, or within a structure detached from the unit. When conducted within any garage, the doors to the garage shall remain closed. | | |
| C. | Maximum Size . A home occupation shall not exceed 300 square feet or 40 percent of the residential unit floor area, whichever is less. | | |
| D. | Nuisances . A home occupation shall be conducted such that no offensive or objectionable noise, vibration, smoke, odors, humidity, heat, cold, glare, dust, dirt, electrical or other disturbance is perceptible at or beyond any lot line of the unit or structure within which the home occupation is conducted. | | |
| E. | Traffic . The home occupation shall not create greater pedestrian or vehicular traffic or greater need for parking beyond that which is normal in a residential district. Up to five roundtrips per day by employees, deliveries, or visitors to the home occupation are permitted. Deliveries shall be by standard mail or package carriers. | | |
| F. | Employees . One non-resident full-time employee is permitted if an additional off-street parking space is provided on the subject site beyond the number of spaces required for the residential use, except that if the home occupation is conducted in a unit that is within ¼ mile of a BART station, no parking is required for the employee. | | |
| G. | Exclusions . The following uses are not permitted as a home occupation: adult businesses as defined in Section 19.20.023, personal instruction services for more than two students at one time, accommodation of paying guests except as otherwise permitted by Section 19.20.050, beauty parlors with more than one hair stylist, and the boarding and treatment of animals. | | |
| Н. | Appearance . The residential appearance of the unit within which the home occupation is conducted shall be maintained and no exterior indication of a home occupation shall be permitted. | | |
| I. | Exceptions . Exceptions to this section shall require an administrative use permit. | | |
| FO | DR OFFICE USE: | | |
| | ne proposed home business is permitted in residentially zoned districts with the conditions listed below: | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Zoning Administrator: _____ Date: _____