



HOME OCCUPATION PERMIT APPLICATION

Community Development Department
Planning Division
10940 San Pablo Avenue, El Cerrito, CA 94530
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Application No:

Date Received:

Fees: \$37-one-time-only, plus annual City Business License (6059)

Applicant's Name: _____ **Date:** _____

Applicant's Address: _____

Telephone Number: **Business:** _____ **Residence:** _____

Please read the Municipal Code section on the reverse side before answering the following questions.

① What service will your business perform? _____

② How many residents will operate your home business? (PLEASE NOTE: Employees who are not residents of your address are not permitted.) _____

③ Will your home business require any changes to your residence? (such as plumbing, electrical or structural changes) Yes No

④ What area of your house/apartment will be used for your business? _____

A. Size of the area to be used for your business? _____ square feet

B. Total square footage of your house/apartment? _____ square feet

⑤ Please list the machines or other equipment used in your business: _____

⑥ What materials will be stored at your home? (such as merchandise or products other than office supplies)

Where will any such materials be stored? _____

⑦ Are any materials classified as hazardous? Yes No

⑧ Will clients or customers come to your home to obtain a product or service? Yes No

If yes, how many at one time? _____ How will they arrive? _____

How long will each visit last? _____

⑨ Will any vehicles be used for your business other than your personal vehicle? Yes No

⑩ Will trucks or commercial vehicles pick up and/or deliver materials at your residence? Yes No

If yes, describe the frequency of pick-up and delivery: _____

I have read and understood Section 19.28.200 (c) 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.

Applicant'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.

El Cerrito Zoning Ordinance, Section 19.28.200(c)

(1) No use permit is required for any home occupation conducted entirely within the living area of a dwelling unit by persons residing in the dwelling. The home occupation use shall not have employees, occupy more than 300 hundred (300) square feet or twenty (20) percent of the dwelling area (whichever is less), generate smoke, dust, odors or gaseous emissions, generate traffic not normally associated with residential use, allow storage of hazardous materials, allow storage in a required parking area, broadcast radio waves or involve short wave radiation, allow operation of machines loudly audible from outside the dwelling, impact radio or television reception in the neighborhood, or allow exterior signs or displays.

(2) An administrative use permit will be required for any proposed home occupation that occupies more than three hundred (300) square feet of the dwelling, proposes an increase in traffic or commercial vehicles, or involves storage of hazardous materials.

(3) No home occupation may involve use of the yard area or an accessory building, storage of material in a required parking area, employees other than residents, or signage.

(Ord. 82-9, 11/82)

FOR OFFICE USE:

The proposed home business is permitted in the residentially zoned districts which the conditions listed below:

1. _____
2. _____
3. _____
4. _____
5. _____

Zoning Administrator: _____ Date: _____