HOME OCCUPATION PERMIT APPLICATION

Community Development Deptartment
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: $96-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.

❶ What service will your business perform? _____

_____

_____

❷ How many residents will operate your home business? (PLEASE NOTE: Only one employee who is not a resident of your address is permitted. If you plan to have an employee who is not a resident, please submit a site plan showing all off-street parking.) _____

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

❹ 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

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

_____

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

_____

Where will any such materials be stored? _____

❼ Are any materials classified as hazardous? ☐ Yes ☐ No

❽ 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? _____

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

❿ 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 19.20.100 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.

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 19.20.100

Home 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.

B. 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.

H. 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.

FOR OFFICE USE:

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

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

Zoning Administrator: _____ Date: _____