



**HOME OCCUPATION PERMIT
FILING FEE: \$108
(NON-REFUNDABLE)**

(Please Print)

Address of Home Occupation: _____

Mailing address if different than above: _____

City: _____ State: _____ Zip: _____

Name of Business: _____

Type of Business: _____

Owner / Operator: _____ Phone: _____

Email Address: _____

A Home Occupation Permit is required from the City of Vacaville for any business operated from a residence, pursuant to Chapter 14.09.120 of the Land Use and Development Code. Not all businesses are permitted as home occupations. Prior to submitting this application, contact the Planning Division at (707) 449-5140 to discuss your proposal with a planning member to determine if your proposed business is allowed in a residence.

In order to approve a home occupation permit and operate a home-based business, the following operational standards must be adhered to:

- A. The function of a home occupation shall not necessitate the rendering of services, retail sales, or distribution of merchandise to customers or clients on the premises with the exception of private instruction. A maximum of one student is permitted at any given time for home occupations involving private instruction services.
- B. Not more than twenty percent of the total floor area within the dwelling unit shall be used in connection with any home occupation. Home occupations shall not be conducted within a garage, attached or detached, or within an accessory building excepting the assembly of small craft items or limited storage of materials related to the home occupation.
- C. Home occupations shall be confined to the residents of the dwelling unit and shall not exceed two persons, except that additional persons may be employed when they do not work on the premises.
- D. No addition or remodeling of a dwelling unit shall be permitted in connection with any home occupation.
- E. The access to that portion of the dwelling unit used for the home occupation shall be through the main entrance to the dwelling unit.
- F. A maximum of one automobile, van-type vehicle, or pickup or utility truck related to a home occupation, together with equipment, tools and stock-in-trade, shall be permitted in any residential district subject to the following:
 - 1. Flat bed style trucks, trucks exceeding a one ton load capacity or vehicles exceeding 80 inches in width shall not be permitted;
 - 2. Tools and equipment may not be used for the performance of services upon the premises and stock-in-trade may not be sold from the premises;
 - 3. Commercial vehicles and trailers may not be parked on any public street except when services are being provided; and
 - 4. Trailers used in conjunction with any home occupation may not be parked in the front yard.
- G. The existence of a home occupation shall not be apparent beyond the boundaries of the site.
- H. No signs, name plates, or other advertising are permitted on the premises.
- I. Home occupation permits are limited to the applicant only and are not transferable.
- J. Home occupations shall be approved only where the nature of the use and/or past performance of the requested use or similar home occupation demonstrates ability to conform to the findings of Section 14.09.120.080(E).
- K. There shall be no delivery of materials or supplies on the premises of a home occupation with the exception of occasional postal or parcel service deliveries.
- L. A home occupation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district.
- M. No movement of products, materials, machinery, or equipment in and out of the premises beyond what is typically associated with a dwelling in conjunction with the use.
- N. Upon approval of a home occupation permit, the applicant shall obtain a business license issued through the City Department of Finance. A home occupation use shall not be initiated until a City business license is issued.

The Director is authorized to grant exceptions to the operational standards above in order to provide allowance for special circumstances in the approval of a home occupation. If you are requesting an exception, list the standards and the reason for the exception below:

HOME OCCUPATION PERMIT -- APPLICATION QUESTIONNAIRE

1. Describe products made or sold and/or services performed: _____

2. Days of operation: S M T W TH F S Operating hours: _____
3. Make and model of business vehicle: _____ License Plate #: _____
4. Will you be using a trailer? No Yes – License Plate #: _____
5. What part of your dwelling will be used for the business? (Ex: office, bedroom, garage, etc.) _____

6. Describe business delivers to your home (products, materials or equipment) _____

7. Describe business-related storage and amount of product / materials / supplies: _____
Indoor (house / garage / shed): _____
Outdoor: _____
8. Equipment / tools used in connection with your business: _____

9. List license(s) required by State of California to operate your business (Resale, Cottage, Contractor, ABC, etc.):

10. Name(s) and address of any partners: _____

11. Do you have any employees? _____ If so, how many? _____

OWNER/OPERATOR'S CERTIFICATE

I do hereby certify that I am the owner/operator of the subject Home Occupation in this application. I have read the Home Occupation standards as described on the reverse side. Failure to comply with standards A through N (and approved exceptions) or any other conditions of approval may be revocation of this permit. I certify that if I am a renter, my landlord is aware of this business.

Applicant Signature

Print Name

Date

Property Owner Signature

FOR PLANNING DIVISION USE ONLY

File #: _____

TYPE 1 TYPE 2

Neighborhood notice mailed on: _____

ACTION:

APPROVED DENIED REFERRED to Planning Commission

APPEALED to Planning Commission: Date of Hearing: _____ Action: _____

ADDITIONAL CONDITIONS:

Completed by: _____ Date: _____