

HOME OCCUPATION PERMIT APPLICATION

(\$61 Fee)



Applicant's Information (Please type or print)

Applicant's name: _____

Home business address: _____

Name of business: _____

Best contact phone number: _____

If the applicant is not the property owner please complete this section

Property owner name: _____ Property owner contact phone: _____

Authorization: Signature of property owner or manager _____

Location of business in residence: bedroom accessory structure garage other _____

Total floor area of residence to be utilized by home occupation: _____ square feet

Proposed business activity *at residence*: _____

Type of equipment/materials *used at your residence* that may create noise, hazardous waste, or odors:

Is there any proposed storage, use or handling of:

Flammable liquids Yes No Hazardous materials Yes No

Flammable solids Yes No Explosives Yes No

Odorous materials Yes No Food Yes No

Applicant's Certification

I hereby certify under penalty of perjury that the statements furnished herein present all information required for this application, and that the facts, statements and information presented are true and correct, and based upon my personal knowledge. I hereby acknowledge my obligation to comply with the American Canyon Municipal Code as it pertains to my business and to obtain all necessary City, County, State and Federal permits, approvals and/or clearances including but not limited to, building and electrical permits.

Further, I hereby certify that I have read, understand and have reviewed the criteria (indicated on the reverse) for the operation of a home occupation and hereby agree to comply with these criteria.

I also understand that should I fail to comply with the Home Occupation Ordinance, my home occupation permit may be revoked pursuant to procedures set forth in Section 19.29.040 of the Municipal Code.

Applicant's Signature

Date

Home Occupation Criteria

- No person other than those persons who are residents of the premises shall be engaged in a home occupation.
- The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the gross floor area of the dwelling unit shall be used in the conduct of the home occupation.
- There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation.
- A home occupation may be conducted only within an enclosed building, whether the building constitutes part of the main building or in an accessory building.
- There shall be no sales in connection with such home occupation other than sales of merchandise produced on the premises or directly related to the services offered.
- No pedestrian or vehicular traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood.
- No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors, or electrical interference detectable off the lot to the normal senses. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference upon any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises. A home occupation shall not cause any adverse impacts such as offensive odors or excessive noise, lighting, or traffic that are incompatible with the residential area, or in violation with the provisions of any applicable laws or regulations.
- No vehicle over one ton carrying capacity may be used in the conduct of a home occupation.
- Every home occupation shall fully comply with all city, state and federal Codes, ordinances, rules, and regulations.

Any person aggrieved by the action of the Community Development Director upon an application for a home occupation permit may appeal such an action by filing a written notice of appeal with the Director within ten days after the date of the mailing of such action.

4381 Broadway, Suite 201, American Canyon, CA 94503
 Telephone: (707) 647-4336



HOME OCCUPATION PERMIT QUESTIONNAIRE

Applicant: Please complete this form, answering all questions. Attach additional information if necessary.

Name: _____ Business name: _____

Address: _____ Phone: _____

Description of business: _____

	YES	NO	N/A
Will there be more than one home occupation conducted from the home? ~ If yes, provide the name and type of business.			
Is the applicant the owner of the home? ~ If no, provide the property owner's signature and contact info on the application.			
Is the applicant an occupant of the home?			
Will non-residents of the dwelling unit be involved in the home occupation?			
Will the home occupation require any addition, interior alteration, or exterior remodeling?			
Will the home occupation require the use of more than 25% of the total floor area of the dwelling unit (including the garage)? Provide the square footage on the application.			
Will there be any chemicals relating to the home occupation stored onsite? ~ If yes, list type(s) and location(s).			
Will any equipment or material relating to the home occupation, other than related vehicles, be stored outside of the home?			
Will a business-related vehicle be stored at the home?			
~ If yes, does the vehicle have a carrying capacity of more than one ton?			
Are any signs advertising the home occupation proposed?			
Will there be personal contact with customers/clients at the applicant's residence? If yes, how frequently? ~			
Will materials associated with the home occupation (besides mail) be delivered to the residence?			
~ If yes, will the frequency of delivery exceed five times per week?			
Does this business violate any state or federal laws?			