



711 W. Cinnamon Drive • Lemoore, CA 93245 • Planning (559) 924-6744, Ext. 740
Community Development Department

**HOME OCCUPATION PERMIT APPLICATION
(General)**

A Home Occupation is an activity carried out within a home in a residential district which use is secondary to the use of the structure for dwelling purposes. All home occupations shall meet the City Standards listed on this application.

The following material constitutes a completed application submitted to Planning:

- a. Application form completed.
- b. Sketch plan showing the existing home, off-street parking and portion of the home to be used as home occupation.
- c. **If renting or leasing, Property owner or Authorized Agent signature is required.**
- d. Per Section 9-4D-5C-2, if major home occupation triggered, a map showing all properties within 300 ft. radius of the subject home and names and addresses of those properties from the Kings County Tax Roll, not more than 30 days old, certified by Kings County, and typed on mailing labels will be needed. Contact Planning for Assistance.
- e. Application filing fee. **(Cash or Check)**

1. **PROPERTY OWNER** (required) per Section 9-2A-5:

Name: _____
Address: _____
Telephone: _____
Email: _____

2. **APPLICANT(s): (if other than owner)**

Name: _____
Address: _____
Telephone: _____
Email: _____

3. Location/Address of Home Occupation: _____

4. Type of Home Occupation: _____

5. Rent or Own property: _____ 6. Number of off-street parking available: _____

7. Zone District: _____ 8. Assessor's Parcel Number: _____

9. Describe in detailed description of the business and its operation: _____

10. Will the home occupation involve sales of products (retail trade): _____

11. What percentage of the home floor area or square footage will be used for the home occupation: _____

12. Will the home occupation have any employees/partners: _____

13. How much foot and car traffic is anticipated as a result of the home occupation: _____

14. What kinds of equipment and materials will be used/or stored on the premises for the home occupation: _____

15. Where will equipment and materials be stored on the premises for the home occupation: _____

16. What type of noise, if any, will be emitted from your home as a result of the proposed activity: _____

17. How many and what type of vehicles will be used/or stored on the premises to conduct home occupation: _____

18. Number of signs proposed (Submit design of each sign with dimensions and location): _____

MINOR HOME OCCUPATION: (Section 9-4D-5C-1) Minor home occupations are characterized as small scale operations that blend in with the surrounding residential neighborhood and are not immediately discernable. These types of occupations do not generate higher levels of traffic than that customarily found in a residential neighborhood, involve limited interaction with goods and materials for retail trade, and are uses where no customers visit the home. Examples include, but are not limited to, a) art and craft work such as ceramics, flower arranging, jewelry making, painting, sculpting, and photography; b) electronic and other "by mail" commerce involving the storage and shipping of goods and products from the home and; c) Office uses such as an office for a tax preparer, contractor, architect, attorney, consultant, counselor, engineer, insurance agent, planner, tutor, data and or word processing, and real estate agent where no customers come to the home.

MAJOR HOME OCCUPATION: (Section 9-4D-5C-2) Major home occupations are more intensive operations that may have a noticeable impact on surrounding residential land uses as a result of increased traffic (vehicular and pedestrian), the shipment of goods beyond those customary for a residential neighborhood, or noise or odor. Examples include, but are not limited to, a) furniture stripping and refurbishing, b) mobile clinics; and c) Office uses such as an office for a contractor, architect, attorney, consultant, counselor, engineer, insurance agent, planner, tutor, data and or word processing, and real estate agent where fewer than five (5) customers come to the home per day. (Major Home Occupations require public notification as described in Section 9-2B-9D of the Zoning Code)

CITY STANDARDS (Section 9-4D-5E)

"It is the intent of the following standards to reduce the impact of the home occupation to the degree that its effects on the neighborhood are undetectable from normal and usual residential activity. These standards shall apply to both major and minor home occupation permit applications. Failure to comply with these standards will result in revocation of the home occupation permit and/or business license."

1. **Number of Home Occupations.** There is no limit on the number of home occupations at a residence provided that the performance standards identified in this section are met.
2. **Employees.** Off-site employees or partners are not permitted. Only occupants of the home may work on-site.
3. **Habitable Floor Area.** The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes. Not more than one hundred fifty (150) square feet or fifteen percent (15%) of the floor area of the dwelling, whichever is less, shall be used in the home occupation.
4. **Off-Site Effects.** There shall be no mechanical equipment or operation used which creates or makes dust, odor, vibration, or other effects detectable at the property line. No process shall be used which is hazardous to public health, safety, morals, or welfare.
5. **Sales**
 - a. On-site sales. There shall be no products sold on the premises except artist's originals or products individually made to order on the premises.
 - b. Off-site sales. Off-site sales, including electronic and mail order commerce, shall be permitted.
6. **Display.** There shall be no display of products produced by occupants of the dwelling which are visible in any manner from the outside of the dwelling unit.
7. **Traffic.** The use shall not generate pedestrian or vehicular traffic beyond that which is normal in a residential district nor in any case require the parking of more than two (2) additional vehicles at any one time.
8. **Vehicles.** One truck or van, not more than three-quarter (3/4) ton capacity, may be kept on or adjacent to the premises associated with the home occupation. No campers or semi-trailers incidental to the home occupation shall be kept on the premises.
9. **Storage.** There shall be no storage of material or supplies out-of-doors.
10. **Exterior Appearance.** There shall be no remodeling or construction of facilities especially for the home occupation which changes the external appearance of the neighborhood from a residential to a more commercial look when viewed from the front of the building.
11. **Signs.** Sign shall be allowed for the home occupation in accordance with article 9-5F (signage).
12. **Visitors and Customers.** For minor home occupation permits, no visitors or customers shall be allowed. For major home occupation permits, visitors and customers shall not exceed those normally and reasonably occurring for a residence, including not more than five (5) a day, during the hours of eight o'clock (8:00) A.M. in the morning to seven o'clock (7:00) P.M. in the evening.
13. **Deliveries.** Deliveries shall not exceed those normally and reasonably occurring for a residence. Deliveries of materials for the home occupation shall not involve the use of commercial vehicles except for Fed Ex, UPS, or USPS-type home pickups and deliveries.
14. **Hazardous Materials.** Storage of hazardous materials is limited to below those thresholds as established by the fire department to not require any special permits or licenses.
15. **Cottage Food Operation.** Notwithstanding the foregoing standards, a cottage food operation may have one employee who does not live at the site, and may sell goods at the site.

**PROHIBITED HOME OCCUPATION ACTIVITIES
(Section 9-4D-5D)**

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Ambulance Service 2. Ammunition reloading, including custom reloading 3. Boardinghouse, bed and breakfast hotel, time share condominium 4. Carpentry, cabinetmakers 5. Ceramics (kiln of six (6) cubic feet or more); 6. Firearms repair or sales 7. Health salons, gyms, dance studios, aerobic exercise studios 8. Massage therapy 9. Medical, dental, chiropractic, or veterinary clinics (including boarding) 10. Mortician, hearse service | <ol style="list-style-type: none"> 11. Palm reading and fortune telling 12. Private clubs 13. Repair or reconditioning of boats or recreation vehicles 14. Restaurants or taverns 15. Retail sales from site (except direct distribution of artist's originals and electronic and mail order commerce); 16. Storage, repair, or reconditioning of major household appliances 17. Storage, repair, or reconditioning of motorized vehicles or large equipment on-site other than personal use 18. Tattoo service 19. Tow truck service; and 20. Welding service |
|---|--|

(By signing this form, applicant indicates that they have read and understand the above standards for home occupation.)

I certify that the information provided above is true and correct and contains a full description of the work being done on the site. I understand that should I modify or add to the work described herein, I may have to submit a new application if the tasks are not exempt from City approval or move or alter my business if it is not allowed in a residential neighborhood. By signing this application I have read and understand the City Standards for home occupations generally listed on reverse side of this form and I understand that the approved permit will be subject to complying with the attached standards at all times. This permit may be revoked if it is determined by the City that any of the attached standards are not being met. Applicant must also obtain a business license prior to starting business.

- | | |
|-------------------------------------|----------------|
| 19. Property Owner Signature: _____ | 20. Date _____ |
| 20. Print Name: _____ | |
| 21. Applicant's Signature: _____ | 23. Date _____ |
| 22. Print Name: _____ | |

**APPROVAL FINDINGS
(Section 9-2B-9E)**

A home occupation permit shall be granted only when the designated approving determines that the proposed home occupation complies with all of the following findings:

1. The proposed home occupation is consistent with the general plan, any applicable specific plan, and all applicable provisions of this title (e.g., section 9-4D-5 of this title); and
2. The establishment, maintenance, or operation of the home occupation applied for will not, under any circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such use or to the general welfare of the city.

FOR OFFICE USE ONLY	
Type of Home Occupation Permit: _____	
File Number: _____	Zone District: _____ Assessor Parcel Number: _____
Date filed: _____	Receipt No.: _____ Fees Paid: _____
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied by _____ Date: _____	
Conditions of Approval: _____	
Reason for Denial: _____	Per Section 9-2A-8 Option for Appeal Expires: / /