

\$115.56 DUE

CITY OF WALNUT CREEK
HOME OCCUPATION PERMIT

Date: \_\_\_\_\_, 20\_\_\_\_\_

Applicant: (Your Name) \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of residence/business: \_\_\_\_\_ Email \_\_\_\_\_

Property Owner - Name: \_\_\_\_\_

Address: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

TYPE OF WORK PERFORMED AT THIS ADDRESS:

- Administrative (paperwork) Telephoning Educational Services (on-site) Processing of goods, art, or crafts Cottage Food Operation

CONTACT WITH CUSTOMERS/CLIENTS PRIMARILY BY:

- Mail Phone Direct contact at other locations Direct contact at this address

Please review the CC&Rs (Covenants, Conditions, and Restrictions) that may pertain to the property to verify that operation of a business at this address complies with any applicable regulations.

Please read Section 10-2.3.107. of the Walnut Creek Municipal Code, as reproduced on the reverse side of this sheet, and answer the following questions:

YES NO

- 1) Will there be more than one business conducted at this address ?
2) Will there be more than two persons engaged in the business at this address ?
3) Will the people engaged in this business have permanent residences elsewhere ?
4) Will more than 20% of the total floor area of the dwelling be used for business ?
5) Will any signs or advertising devices be displayed on the exterior of the dwelling ?
6) Has there been or will there be any physical changes made to the dwelling to accomodate this business ?
7) Will the exterior access to that portion of the dwelling to be used for the business be through other than the main entrance to the home ?
8) Will any aspect of the home occupation be conducted in any on-site structure other than the main dwelling or attached garage ?
9) Will any goods or materials be sold, displayed, stored, or processed or manufactured at this address ?
10) Will delivery of any goods be made to the premises ?
11) Will any customer or clients come to the premises in connection with this home occupation ?
12) Will any commercial motor vehicle used in connection with this home occupation be maintained at this address ?

I have read and understood those portions of Section 10-2.3.107. of the Walnut Creek Municipal Code as reproduced on the reverse side of this sheet and:

- Check One I hereby state that my home occupation will conform to all provisions set forth therein.
I hereby make my application to the Zoning Administrator for approval of the Home Occupation pursuant to Section 10-2.3.107. (c).

I also understand that should a complaint be received due to the operation of this home occupation that this permit may be cancelled by the Zoning Administrator and cause the cessation of business activities at this address.

Signature of Applicant Date Signature of Property Owner (or Representative) Date

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_
Planning Division

- Approved Denied

Remarks: \_\_\_\_\_

A PORTION OF THE WALNUT CREEK MUNICIPAL CODE

Sec. 10-2.3.107 Home Occupations. \*

A home occupation is an office or a business of a personal nature conducted by the occupant of a dwelling as a secondary use.

(A) Home occupation permits may be issued by the Community Development Director providing the home occupation is not incompatible in any way with the residential character of the neighborhood, that there is no external evidence of its operation, and that the proposed use conforms to all of the following conditions:

- (1) Home occupations shall be confined to the residents of the dwelling unit and shall not exceed two (2) persons engaged therein.
  - (2) There shall be no goods, samples, materials, or objects sold, stored, or displayed on the premises in connection with the operation of any home occupation. This condition is not intended to prohibit the temporary interior storage of materials used in the operation of the home occupation so long as such storage does not create a health or safety problem or a neighborhood nuisance.
  - (3) The primary function of a home occupation shall not necessitate the rendering of services to customers or clients on the premises.  
Exception: the provision of educational services and the supplying of goods or materials to be used in conjunction with said educational services are permitted so long as such activities do not generate pedestrian or vehicular traffic beyond that normal for the district in which it is located and does not create a neighborhood nuisance.
  - (4) Not more than twenty percent (20%) of the total floor area of the dwelling unit shall be used in connection with any home occupation.
  - (5) No sign, nameplate, or any other form of advertising shall be displayed on the premises in connection with any home occupation.
  - (6) No addition, alteration, or remodeling of a dwelling building shall be permitted in connection with any home occupation.
  - (7) The access to that portion of the dwelling used for the home occupation shall be through the main entrance to the dwelling unit.
  - (8) Home occupations permitted hereunder shall be confined in their operation entirely to the main building.
  - (9) Not more than one (1) commercial motor vehicle, together with equipment, tools, and stock-in-trade maintained therein, where such motor vehicle is used as the owner's means of transportation, shall be permitted in any residential district, provided such tools and equipment are not used for the performance of services upon the premises, and stock-in-trade is not sold from the premises.
  - (10) Home occupation permits shall be limited to the applicant only.
- (B) The Community Development Director may refuse a home occupation permit even though the proposed use may appear to qualify technically under all of the conditions set forth in subsection (A) above, if the possibility exists that the proposed use is not in keeping with the intent and purpose of the permission of home occupations in residential districts.
- (C) In the event an application for a home occupation is refused by the Community Development Director, or in the event a home occupation will not conform to all twelve (12) conditions listed in subsection (a) above, such home occupation permit may be granted by the Zoning Administrator.
- (D) The following occupations, and all uses similar thereto, when conducted on a commercial basis, shall not be construed to be home occupations and therefore shall not be permitted in residential districts:
- (1) The repair, manufacture, processing or alteration of goods, materials, or objects. Exception: dressmaking, tailoring, and the manufacturing of arts and crafts items intended for off-premise sale where no equipment or process is used which creates an adverse impact on the neighborhood.
  - (2) Any use involving food handling, processing, or packing (See Note 1 below).
  - (3) Harboring, training, or raising dogs, cats, birds, horses, or other animals.
  - (4) Automobile and/or body and fender repairing.
- (E) If the use for which a home occupation permit has been granted ceases for a period of six (6) consecutive months, all permits issued pursuant to this section shall become null and void.
- (F) Home occupation permits granted pursuant to this section may be revoked by the Zoning Administrator based upon the failure to comply with any of the provisions of this chapter or if a complaint is filed with the Community Development Director when the use of any property in a residential district as a home occupation results in an undesirable condition interfering with the general welfare of the surrounding residential area.

Note 1. Cottage Food Operations may be approved by the Zoning Administrator, including exceptions to these requirements, subject to additional findings and conditions. The application fee deposit is \$1,200.

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\* This is paraphrased from the actual code section. Full text available on request.