

CITY OF PINOLE
HOME OCCUPATION APPLICATION

NAME OF APPLICANT: _____ **DATE:** _____

ADDRESS: _____ **PHONE:** _____

NAME OF PROPERTY OWNER: _____ **PHONE:** _____

ADDRESS: _____

Provide a detailed description of the proposed Home Occupation relative to (a) Activities involved; (b) Materials and Equipment used; and (c) Methods of Operation. (Attach a separate page if necessary.)

In addition, please respond to the following questions. (Attach separate sheet to this application for explanation if necessary.)

1. How many persons will be involved or employed in the conduct of the proposed occupation?

Total number: _____

How many members of immediate family residing in the residence will be involved in the conduct of the occupation? Total number: _____

2. What type of product(s) will be produced, serviced or repaired in the conduct of the Home Occupation? (For example: repair of clocks or watches, making jewelry, etc) _____

3. Describe any alterations to the home or premises that might be required to facilitate your Home Occupation?

4. Describe what rooms will be used in the conduct of the Home Occupation and how these rooms will be used. (For example: garage will be used to store supplies, or den will contain desk and file cabinets, etc.) _____

5. Describe the mechanical and/or electrical equipment that will be necessary to the conduct of your activity: _____

6. Describe how, where and in what amounts the material, supplies and/or equipment relating to your Home Occupation will be displayed or stored: _____

7. Will people come to your home to obtain any product or utilize any service connected with the proposed Home Occupation activity? YES ___ NO ___ If yes, please explain: _____

8. Are any signs necessary or proposed relative to the Home Occupation? YES ___ NO ___
If yes, please describe type, size and location: _____

9. If trucks or other equipment will be used in your Home Occupation where will they be parked or stored? _____

10. Will the Home Occupation involve the use of commercial vehicles for delivery of materials to or from the premises? YES ___ NO ___ If yes, please explain: _____

11. Will any minor or major construction be done to the home to accommodate this business? YES ___ NO ___

STANDARDS FOR HOME OCCUPATION

The Pinole Zoning Ordinance allows certain limited business uses to be conducted in a residence. A Home Occupation must be incidental to the primary use of the premises, which is as a residence of the person conducting the business. There should be no evidence to the neighborhood that a business is being conducted in the residence. The following rules must be met in order to qualify as a Home Occupation:

There must not be any external effects such as noise, odor, vibration, etc., beyond the limits of the house.

No outside storage is allowed.

The garage area may not be used in any manner, which prohibits parking of cars in the garage (two cars in a two-car garage, one garage in a one-car garage).

No customers are allowed to come to the home as a place of business.

No signs or advertising displays are allowed at the home.

No advertising which gives the home address is allowed. (Phone listing or post office boxes are allowed).

No employees other than members of the immediate family living in the residence are allowed.

The types of businesses which normally qualify as home occupations are offices where all business is transacted by mail or phone, service occupations where all activity is transacted at the customer's home or place of business, offices for a business where materials are processed, stored and delivered from a commercial or industrial area, or limited craft and hobby occupations in which all materials are picked up and delivered in a personal vehicle.

A Home Occupation that meets these standards may be administratively approved by the Community Development Department. A use permit application may be filed for a home occupation that does not meet these standards, and the request will be considered at a public hearing before the Planning Commission.

I have read and understood Chapter 17.26 (Zoning Ordinance) under Home Occupation of the Municipal Code of the City of Pinole, and believe to the best of my knowledge that my proposed Home Occupation would not violate any portion of said ordinance.

APPLICANT'S SIGNATURE: _____

PROPERTY OWNER'S SIGNATURE: _____

Approved By: _____ Date: _____

Title: _____

Denied By: _____ Date: _____

Title: _____