

# P

# HOME OCCUPATION PERMIT INSTRUCTIONS



A Home Occupation Permit (HOP) is a permit to allow the operation of a business within a dwelling unit or residential site, employing only occupants of the dwelling, with the business activity being clearly subordinate to the residential use of the property (see *Stockton Municipal Code Division 16.132*). HOP's are applicable to only the applicant and the location identified on the application. Planning Division staff are available to answer any questions you may have about the requirements, fees, or review procedures for a Home Occupation Permit.

## STEPS

### 1

#### **APPLICANT/LOCATION:**

Provide the name, address (home business location), phone number, and e-mail address of applicant.

#### **PROPERTY OWNER:**

Provide information for the property owner, if different from the applicant.

#### **PROJECT INFORMATION:**

**BUSINESS DESCRIPTION**—Describe the type of business you plan to conduct and list the business name.

**DELIVERIES/STORAGE**—Please note the type, frequency, and nature of deliveries (if applicable). If you will have storage related to your home occupation, please indicate so.

**SPECIAL EQUIPMENT**—Describe any special equipment involved in the use or activity.

**EXISTING USE OF PROPERTY**—Do you live in a single-family home, duplex, etc.? If you live in an apartment, please submit a site plan showing the location of the apartment proposed to be used for the home occupation. (The City will not consider Covenants, Conditions & Restrictions (CC&R's) applicable to your residence when rendering a decision on the HOP application. It is the applicant's responsibility to determine if their CC&R's permits such a use.)

**COMMERCIAL VEHICLES**—Indicate if you plan to park commercial vehicles at your residence.

#### **SIGNATURE:**

Please review the operational standards in Stockton Municipal Code 16.80.160 for a HOP and sign to indicate conformance with the operational standards. The applicant and the property owner (if different) both must sign and date the application.

### 2

#### **APPLICATION FILING:**

The completed application must be delivered or mailed to the Community Development Department, 345 N El Dorado Street, Stockton, CA 95202, along with payment of \$25 for the Home Occupation Permit payable to the City of Stockton.

### 3

#### **PLANNING REVIEW:**

Upon receiving your application, Planning staff reviews it for completeness. After the application is deemed complete and found to be in compliance with the HOP operational standards, Planning staff will sign off on your [business license](#).



# HOME OCCUPATION PERMIT OPERATIONAL STANDARDS



## STOCKTON MUNICIPAL CODE – TITLE 16, DEVELOPMENT CODE

### 16180.160 HOME OCCUPATIONS

This section provides operational standards for the review and approval of Home Occupation Permits in compliance with 16.132 (Home Occupation Permits).

- A. **LOCATION.** The location of the business shall be the principal residence of the person(s) conducting the business and shall be clearly incidental and secondary to the use of the property for residential purposes;
- B. **ALTERATIONS.** Alterations shall not be made which would alter the character of the residence or change its occupancy classification in compliance with the Building Code;
- C. **SIGNS.** Advertising signs, displays of merchandise or stock-in-trade, or other identification of the business activity shall not be provided on the premises;
- D. **NUISANCE FACTORS.** The business shall not create levels of glare, light, noise, electrical interference, dust, heat, odor, solid waste, vibration, or other characteristics in excess of that customarily associated with similar residential uses;
- E. **RESIDENTS ONLY.** Persons engaged in the business shall be limited to persons residing on the premises;
- F. **USE TO BE ENCLOSED.** The business shall be conducted completely within the enclosed living space of the residence or accessory structure. If the business is conducted within a garage, the use shall not encroach within the required parking spaces for the residence. The vehicle door to the garage shall remain closed while the business activity is being conducted;
- G. **OUTSIDE STORAGE.** Equipment, materials, or products associated with the business shall not be stored outdoors;
- H. **HAZARDOUS MATERIALS.** The business shall not involve the storage, sale, or use of explosives, guns, ammunition, or flammable or hazardous materials as determined by the Fire Department;
- I. **EQUIPMENT.** Gasoline and/or diesel powered engines are not allowed, and any mechanical or electrical equipment used in the home occupation shall not use an electrical motor exceeding 15 amps at 110 volts;
- J. **TRIP GENERATION.** The business shall not generate additional pedestrian or vehicular trips in excess of that customarily associated with the zoning district in which it is to be located. Clients, customers, patrons, or students shall not visit or conduct business at the residence, except as provided by Division 16.132 (Home Occupation Permits);
- K. **VEHICLES.** One vehicle that is clearly commercial may be used as part of the home occupation provided it has a rated carrying capacity of no more than one ton, the vehicle is parked on-premises when not in use, and the vehicle is not visible from the right-of-way;
- L. **SALE.** Merchandise or products shall not be sold upon the premises;
- M. **STORAGE OF MERCHANDISE.** No more than 100 cubic feet of storage area may be provided on the site. Additional stock used by the business that is not customary to a residential use shall be stored at an off-premises location (e.g., storage facility or other non-residential location); and
- N. **USE OF PARKING SPACES.** Required parking spaces shall be kept clear and used only for the parking of vehicles owned by persons residing on the premises.



# HOME OCCUPATION PERMIT APPLICATION



COMMUNITY DEVELOPMENT DEPARTMENT • PLANNING DIVISION • 345 N. EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8266  
www.stocktongov.com/CDD/planning

### APPLICANT/LOCATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### PROPERTY OWNER (if different):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### PROJECT INFORMATION (please attach an additional page if necessary):

Describe in detail the proposed activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Name: \_\_\_\_\_

Will you be receiving shipments or deliveries of supplies? YES  NO

If yes, how often and what kind of deliveries? \_\_\_\_\_

Will you have storage? YES  NO  (Storage must not exceed 100 cubic feet [L x W x H])

Where is storage located? \_\_\_\_\_

Describe any special equipment that will be used: \_\_\_\_\_

Existing use of property:  Single-family  Duplex/Triplex  Multi-family Apartment

Commercial vehicles parked at residence? YES  NO  (Vehicles must not exceed 1-ton carrying capacity)

**THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AGREE TO CONFORM TO HOME OCCUPATION PERMIT OPERATIONAL STANDARDS IN [STOCKTON MUNICIPAL CODE SECTION 16.80.160](#). PLEASE REMIT THE FEE OF \$25.00 ALONG WITH THIS APPLICATION. PAYABLE TO CITY OF STOCKTON**

X \_\_\_\_\_  
Applicant's Signature

X \_\_\_\_\_  
Property Owner's Signature (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Business License signed off: \_\_\_\_\_ Zoning: \_\_\_\_\_ Assessor's Parcel No.: \_\_\_\_\_

Date processed / Received by: \_\_\_\_\_ **P#:** \_\_\_\_\_



# HOME OCCUPATION PERMIT APPLICATION



## CAMPAIGN CONTRIBUTION DISCLOSURE NOTICE

If the Applicant and/or property owner of the subject site has made a financial contribution to a Planning Commissioner within the past 12 months, a signed disclosure of that contribution may be required in compliance with California Government Code Section 84308.

I hereby certify that the statements furnished and in any attached exhibits present the data and information for this application to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

## INDEMNIFICATION (REQUIRED)

As part of this application, Applicant and real party in interest, if different, agrees to defend, indemnify, hold harmless, and release the City of Stockton, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of the above, the purpose of which is to attack, set aside, void, or annul the approval of this application of adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the City of Stockton, its agents, officers, attorneys, or employees.

Executed at: \_\_\_\_\_ Dated: \_\_\_\_\_  
(City/State)

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Property Owner / Real Party in Interest \_\_\_\_\_ Date \_\_\_\_\_

**X** \_\_\_\_\_  
Applicant's Signature

**X** \_\_\_\_\_  
Property Owner / Real Party in Interest Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\* Real Party in Interest may be different than a listed property owner. If property is held by a trust, the real party in interest would be one or more individuals who benefit from the trust. In such a case, the actual beneficiary or real party in interest must sign instead of property trustee.