



HOME OCCUPATION PERMIT APPLICATION



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202
www.stocktonca.gov/planning • (209) 937-8266 • planning@stocktonca.gov

STEP 1

Confirm the home occupation is one of the following allowable activities:

- Home Office (Office use, computer use, online retail sales, telephone sales)
- Mobile Services (Handyman/landscaping, non-medical transport)
- Mobile Retail (Mobile sales, flea market, farmers market, seasonal vendors)
- Cottage Food (As defined by the San Joaquin County Environmental Health Department)
- Art/Artisan (Art work, artist/sculptor studio, small handcraft, sewing/tailoring, custom items assembled by hand or small mechanical equipment)

If your proposed business is not listed above, please consult the list of prohibited activities at Stockton Municipal Code §16.132.060 ([click here](#)) and contact Planning at (209) 937-8266.

STEP 2

Review the Operational Standards at Stockton Municipal Code §16.160 ([click here](#) or see Page 3). These standards are uniformly applied to all home occupations. Compliance with those standards is mandatory; written agreement to comply (in the application) is required to obtain approval.

STEP 3

Complete and submit the Home Occupation Permit application (Page 2). **NOTE: the property owner must sign and enter their name and contact information in the application.**

Three submittal options are available:

NEW!

ONLINE:

- a) Go to City of Stockton Permits Online at <https://aca-prod.accela.com/STOCKTON/Default.aspx>
- b) Register for an Account and login.
- c) Select **Planning** and **Create an Application**.

EMAIL:

- a) Scan the completed application with signature(s) to PDF format.
- b) Email the application to planning@stocktonca.gov. In the subject line include HOP APPLICATION and the property address.
- c) Staff will send invoice for \$25 and payment instructions.
- d) Once payment is confirmed, the Home Occupation Permit will be provided via email.

IN PERSON:

- a) Bring to the City of Stockton Permit Center at 345 N. El Dorado Street ([click here](#) for hours of service).
- b) Submit application with applicant and owner signatures.

ATTENTION: BUSINESS LICENSE TAX APPLICANTS

- A business license is required along with a home occupation permit. Planning **will not** approve business license applications for a home occupation unless a Home Occupation Permit has first been approved.
- Once a Home Occupation Permit has been approved, enter permit number (e.g., P21-1234) at Line 6 (Detail Description of Business Activity) of the Business License Tax Application.
- For questions related to Home Occupation Permits, contact (209) 937-8266 or planning@stocktonca.gov.
- For Business License information, contact (209) 937-8313 or bl@stocktonca.gov.

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APPLICANT/LOCATION

Name: _____
Business: _____
Address: _____
City/Zip: _____
Phone: _____
Email: _____

PROPERTY OWNER (if different)

Name: _____
Business: _____
Address: _____
City/Zip: _____
Phone: _____
Email: _____

ALLOWABLE HOME OCCUPATIONS

Select applicable use(s):

- Home Office
- Cottage Food
- Mobile Services
- Art/Artisan
- Mobile Retail
- Tutoring/Lessons

Describe Operations (Required):

AGREEMENT TO COMPLY

THE INFORMATION PROVIDED HERE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I AGREE TO: (A) CONFORM TO [STOCKTON MUNICIPAL CODE SECTION 16.80.160](#); AND (B) THE INDEMNIFICATION CLAUSE BELOW.

Applicant (Sign Here)

Date: _____

Property Owner (Sign Here) (if different)

Date: _____

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.

INDEMNIFICATION

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. (*) 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.

OFFICE USE ONLY

Zoning: _____ APN: _____ Approval Date: _____ Processed By: _____ **P** - _____

Notes: _____



HOME OCCUPATION PERMIT OPERATIONAL STANDARDS



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Stockton Municipal Code Section 16.80.160 (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 10 percent of the habitable area of the dwelling shall be used for the home occupation, including storage of items used or produced and equipment. 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 nonresidential 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.