



Application No. HOP-\_\_\_\_\_

**Home Occupation Permit  
Application (\$129.00)**

Business Info	
Applicant:	Business Name:
Business Address:	Business Phone:
Mailing Address:	Email:
Describe Business Activity: (Please complete questionnaire)	

A home occupation is a limited business activity in a residential zoning district, conducted by the occupant in a manner that is accessory to and compatible with the residential characteristics of the surrounding neighborhood. A person engaged in a home occupation shall comply with the following standards as set forth in Section 9-5.113 of the Coalinga Municipal Code:

1. Articles offered for sale shall be limited to those produced on the premises or sale of items to be accessory and incidental to an allowed home occupation. A person conducting an allowed home occupation in which he or she serves as an agent or intermediary between off-site suppliers and off-site customers may have sales from the residence where all articles, except samples, shall be received, stored and sold to the customers at off-premises locations. \_\_\_\_\_ (initial)
2. Home occupations shall be conducted either within a dwelling or in a detached accessory structure on the same property by a resident thereof. Home occupations shall be clearly incidental to the use of the structure as a dwelling. \_\_\_\_\_ (initial)
3. Any external alteration to the dwelling to accommodate the home occupation shall conform to the residential appearance of the building and the existence of a home occupation shall not be apparent beyond the boundaries of a lot, except for a small name plate as allowed pursuant to Chapter 4, Article 5, Signs. \_\_\_\_\_ (initial)
4. Only immediate family members residing within the residence shall be employed in the conduct of a home occupation. \_\_\_\_\_ (initial)
5. No motor power other than electrically-operated motors shall be used in conjunction with a home occupation. The horsepower of any single motor shall not exceed three (3) horsepower and the total horsepower of all such motors shall not exceed five (5) horsepower. \_\_\_\_\_ (initial)
6. A home occupation shall not create any radio waves, television interference or similar electronic interference on adjacent properties. Noise audible beyond the boundaries of the lot shall not

exceed the sound level standards as set forth in Chapter 4, Article 4.405, Noise, for the Zoning District in which the use is located. \_\_\_\_\_ (initial)

7. No odor, liquid or solid waste, other than normally associated with a residential use, shall be emitted. \_\_\_\_\_ (initial)
8. Not more than one truck of not more than one ton capacity and no semi-trailers associated with a home occupation shall be kept on site. \_\_\_\_\_ (initial)
9. A home occupation shall not create pedestrian, automobile, or truck traffic in excess of the normal amount typical of the Zoning District, with no more than one non-occupant vehicle present on the street at any given time. \_\_\_\_\_ (initial)
10. Prior to Community Development and Building Official approval of an application for a home occupation under this section, the applicant shall be required show by signature that he or she has reviewed and agrees to abide by regulations to not create any impact, disturbances, or nuisances to the neighborhood. \_\_\_\_\_ (initial)

Required Signatures	
I have read and understand the standards as set forth above and agree to comply with them. I further understand that approval of this application is not final until the fee has been paid.	
Signature: _____	Date: _____
<p>When a commercial facility is located in a private residence, that portion used both for the commercial facility and residential purposes is covered by the new construction and alteration requirements of the California Building Code for disabled access (CBC 1101B.6).</p> <p>This includes the homeowner's front sidewalk, door or entryway, hallways, and those interior or exterior parts of the residence available to or used by employees or visitors of the commercial facility, including restrooms.</p> <p>I, as owner, affirm that it is my responsibility to provide access for my clients and employees under the California Building Code. If this requirement cannot physically be met on my residential property, I will provide reasonable accommodation by temporarily conducting my business with the client at another location which is accessible to the client.</p> <p>Owner's Signature: _____ Date: _____</p>	

For Office Use Only		
Application Reviewed by: _____	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Denied</b>
Fee Received by: _____	Business License Number: _____	Receipt number: _____

## Home Occupation Questionnaire

For Home Occupations, please answer the following questions. The following will be used to determine what type of business will be conducted and whether it will meet the requirements of Section 9-5.113 of the Coalinga Municipal Code.

Who is your Customer Base?

What type of business is being conducted? (Please describe in detail.)

Where will most business be transacted?

How will business be transacted?

What type of equipment will be used?

Where will equipment, if any, be stored?

Any other pertinent information?

Business Name:

Owner Signature:

Date: