



HOME OCCUPATION CLEARANCE FORM

Requests for Home Occupations that comply with the standards identified in Zoning Ordinance Section 19.42 are permitted nonresidential activities in residential zones. Requests for Home Occupations are reviewed by the Planning Division for compliance with the Home Occupation standards outlined in the Zoning Ordinance, as listed below.

A Home Occupation is an accessory, nonresidential business activity carried on within a dwelling by its inhabitants, incidental to the residential use of the dwelling, that does not change the character of the surrounding residential area by generating more traffic, noise or storage of material than would normally be expected in a residential zone.

The conduct of a home occupation shall be subject to the following conditions and criteria:

- A. Number.** More than one (1) Home Occupation may be permitted in a dwelling so long as the maximum cumulative impact of all such businesses shall not exceed the impact of a single Home Occupation.
- B. All Activities Indoors.** All Home Occupation activities shall occur within the dwelling or accessory structures. No Home Occupation activity shall occur outside at any time, nor shall any equipment or material relating to the Home Occupation be parked or stored outside the residence at anytime.
- C. Customers.** Personal contact with customers at the residence is prohibited except when authorized by the Approving Authority through approval of an Administrative Permit. Instruction based Home Occupations may receive one (1) student/customer at a time, by appointment only, with no additional permit required.
- D. Deliveries.** No delivery shall be by vehicles larger than an auto, pickup, or standard sized delivery van.
- E. Employees.** The Home Occupation shall be operated by no more than two (2) individuals, both of whom shall be residents of the dwelling. Both residents shall be listed on this application. No other person shall operate or perform any function of the business at the residence. Personal contact with employees or having an employee perform work at the site is prohibited except when authorized by the Approving Authority through approval of an Administrative Permit.
- F. Flammable or Hazardous Materials.** A Home Occupation involving the storage of flammable or hazardous materials shall not be allowed unless the Fire Department approves, in writing, the amount and the method of such storage of materials.
- G. Inspection Required.** The City of Roseville may, at all reasonable times during normal business hours, enter the premises for the purpose of inspecting to determine whether or not the conditions of this chapter are being complied with.
- H. Maximum Area.** The Home Occupation shall not require the use of more than fifteen (15) percent of the total floor area of the dwelling (including garage and detached accessory buildings). The Home Occupation shall not result in any addition to, alteration of, or exterior remodeling of the dwelling, garage or accessory structures.
- I. Merchandise for Sale.** The making of merchandise for sale is permitted provided that the storage of such merchandise does not exceed the total allowable area for Home Occupations and does not require the transporting of material or finished product by means other than an automobile, pickup or standard sized delivery van.
- J. Parking.** No Home Occupation shall result in the elimination of required off-street parking spaces.
- K. Signs.** No signs advertising the Home Occupation shall be allowed, except one vehicle used for the Home Occupation may display the business name.
- L. Vehicles.** Not more than one (1) vehicle specifically designated to be used for a Home Occupation shall be parked at the subject residence at any time. Such allowed vehicle shall not be larger than a standard pickup or delivery van. No commercial vehicles, equipment or trailers shall be parked at the residence at any time.
- M. Noise, Odors.** A Home Occupation shall not create adverse levels of noise or odors above the ambient levels in the surrounding neighborhood.
- N. Equipment.** No equipment (other than a permitted vehicle) or material relating to a Home Occupation shall be parked or stored outside the subject residence.

NOTE: Thank you for opening a business in Roseville. We want your home based business to be successful. If you have any questions regarding the Home Occupation regulations, please contact the Planning Division at (916)774-5276.

A Business License is required for all persons who transact and carry on business within the City of Roseville. Business License information may be obtained by contacting the Finance Department at (916) 774-5310.



DEVELOPMENT SERVICES –
 PLANNING DIVISION
 311 Vernon Street
 Roseville, California 95678-2649
 (916) 774-5276

FOR OFFICE USE ONLY #PL _____

Approved _____ Denied _____ Date: _____

HOME OCCUPATION CLEARANCE

BUSINESS NAME: _____

Operator's Name _____ Date _____

Phone _____ E-mail address _____

Address: _____ Zip Code _____

Description of Business (describe services/products in detail)

Aside from private instruction based home occupations as described in the Home Occupation regulations, will customers or employees not residing at the residence come to the home? Yes No

If yes, an Administrative Permit from the Planning Division shall be obtained prior to issuance of this certificate. Provide the Administrative Permit record number: # PL _____

I have read the Home Occupation Regulations, as outlined in Chapter 19.42 of the City of Roseville Zoning Ordinance, and will comply with the conditions, limitations and terms of the Home Occupation Clearance Certificate. **Initial** _____

I understand that violation of the Home Occupation regulations may result in a penalty and/or revocation of the Home Occupation Clearance Certificate. **Initial** _____

I hereby certify that the information submitted in this application is true and correct and is signed under penalty of perjury under the laws of the State of California. I also understand and agree that a fax, photocopy or electronic copy of this Home Occupation Clearance form with my signature will be accepted with the same authority as the original. By submitting this form and signing below, I acknowledge that the address and contact information for the Home Occupation may be released as a public record and I have no claim of privacy related to my decision to conduct a Home Occupation.

Signature: _____ **Date:** _____

PROPERTY OWNER AUTHORIZATION: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application. I also understand and agree that a fax, photocopy or electronic copy of this Home Occupation Clearance form with my signature will be accepted with the same authority as the original.

PROPERTY OWNER (print) _____

Address _____ Day Phone _____

Owner's Signature _____ Date _____

For all Home Occupations, a Business License must also be obtained from the Finance Department.