



City of Camarillo
 Department of Community Development
HOME OCCUPATION PERMIT
 Application

SUBMITTAL	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: comdevemail@cityofcamarillo.org	APPLICATION <small>Staff Use</small>	<u>Application</u> Permit <u>HO - _____</u> Fee <u>\$ _____</u> Received by <u>_____</u> Date Filed <u>_____</u> Transcode #P2
NOTE	Prior to submittal of the application, it is advised that the applicant review the requested proposal for ordinance requirements with the Department of Community Development. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development, Code Compliance Division 805.383.5660.		
APPLICANT	APPLICANT _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Proposed Business Name _____ Describe Proposed Business (i.e. secretarial services, cleaning services, etc.) _____ _____ Describe activity as it will directly relate to the subject property: _____ _____ Hours of Operation _____ Days of Operation _____ Applicant is (<input type="checkbox"/> Owner / <input type="checkbox"/> Renter) of the residence		
PURPOSE	Home Occupations may be conducted in the residential unit, provided that they are incidental and secondary to the use of the unit and its residential purposes, and that the type of home occupation has been approved by the Director of Community Development. The Director of Community Development, in approving the Home Occupation Certification, shall not authorize any use that would change the residential character of the residence or would be detrimental to the surrounding community and the public health, safety, and welfare.		

A Home Occupation Permit may be issued if the Director of Community Development determines that such use complies with the following provisions:

1. No employment at residence other than member of the resident's family who reside in the dwelling.
2. No use of materials or mechanical equipment at the residence or stored at the residence except that maintained on a vehicle or not recognized as being part of a normal household or hobby use.
3. No direct sales of products from the premises.
4. The use shall not create pedestrian or vehicular traffic other than normal to the single-family residential use of said premise except for certain instruction or tutorial uses.
5. The use shall not involve the use of commercial vehicles for delivery or materials to or from the premises other than normal mail delivery services.
6. The use shall not involve excessive or unsightly storage of materials or supplies indoors and outdoors.
7. The use shall not involve any advertising or signs advertising the location of said residence.
8. The Home Occupation shall employ not more than one room in a dwelling.
9. No building or space outside the main building shall be used for home occupational purposes other than limited storage of materials in any garage or accessory building.
10. In no way shall the single-family residential character of the main building or of said premise be altered by said use or occupancy.
11. There shall be no use of utility or community facilities beyond that normal to the use of the property for residential purposes.
12. No refuse or trash shall be generated in quantities or types not normally associated with a residential use.
13. A Home Occupation shall not create a violation nor will any permit be approved if any violations exist relating to the Building Code, Municipal Code or Zoning Ordinance relative to the subject property.
14. The residential unit shall be maintained in keeping with the neighborhood as to upkeep, maintenance and appearance.
15. There shall be no objectionable or offensive aspects of the Home Occupation which would provide quantities of the following to a level not normally found in the residential area in which the Home Occupation occurs: noise, light, vibration, smoke odor, humidity, radiation, heat, cold, glare, dust or dirt, electrical interference, abnormal pedestrian activity, abnormal vehicular traffic, television or radio interference or other objectionable or offensive conditions which would adversely affect the property value in the neighborhood or be detrimental to the public health, safety, and general welfare as determined by the Director of Community Development.
16. The Home Occupation shall not make use of explosives or highly combustible or toxic materials in accordance with the Uniform Building Code, the Fire Code, and any other applicable regulations beyond that normal to a single-family residence.
17. The use shall not constitute a violation of the City's Sign Ordinance by displaying at any location on the premise, contrary to the Sign Ordinance, any advertisement that a business is being conducted at the residence. No Home Occupation permit will be issued if any state or other licensing permit requires any signage as prohibited by the Sign Ordinance.

PROJECT INFORMATION continued

- 18. In a cluster residential project with five units per acre or greater which have been developed on the property, the use shall not involve or create the need for more than the parking which has been assigned to the individual unit nor occupy more parking spaces than that assigned to the unit.
- 19. That the use in a cluster housing project with a density of five units per acre or greater shall not include a use which generates sound or music for extended periods of time, unless it can be shown it will not be an inconvenience or nuisance to adjoining uses.
- 20. That the use in a cluster housing project with a density of five units per acre or greater shall submit evidence from the homeowners association, apartment owner, or manager or other controlling person or entity that said use would not be in conflict with the use rental agreement or CC&R's for the project.
- 21. Large family day cares will also be required to comply with Section 19.44.050H and the following:
 - a. There shall be a minimum separation of three hundred feet between properties upon which a large day care use is located; provided, that this regulation shall apply only to a large family day care use that is commenced on or after the effective date of Ordinance No. 773.
 - b. Vehicles picking up and dropping off children shall not block existing drives or block circulation in the public street.
 - c. Outdoor activities shall be controlled to maintain the noise level for a residential zone and shall be primarily limited to an area in the rear yard or rear and side yards.
- 22. Personal service uses involving the instruction or tutoring of an individual may be allowed subject to approval by the Director of Community Development if the use is in keeping with the stated intent of the section and not determined to be potentially detrimental to adjoining uses. Special conditions may be attached including hours of operation to help minimize any potential problems.

PROHIBITIONS

The following uses are expressly prohibited as Home Occupations:

- A. The repair, reconditioning, servicing or manufacture of any internal combustion or diesel engines or of any motor vehicle.
- B. Repair, fix-it or plumbing shops.
- C. Uses which entail the harboring, training, breeding, raising or grooming of dogs, cats, or other animals on the premises.
- D. Uses which entail food handling, processing or packing.
- E. Any use which involves customers on the premises other than instructors or tutoring uses as described in Section 19.65.02.D of the Zoning Ordinance.
- F. Uses which require the storage or use of explosives or highly combustible or toxic materials beyond that permitted by the Building Code, Fire Code, Tanner Plan or other adopted restriction.
- G. Uses which involve commercial vehicles (with a gross weight of ten thousand pounds or greater) within a residential area.
- H. Uses which require a license issued by the California Department of Alcoholic Beverage Control.

SIGNATURE	<p>A Home Occupation permit issued in accordance with the provisions of Section 19.65.050 shall not be transferred, assigned, or used by any person other than the permitted, nor shall said use be at any location other than the one for which the permit is granted.</p> <p>I, the undersigned, agree to abide by, and adhere to, the above conditions for Home Occupations. Furthermore, I understand that the Home Occupation Permit may be revoked if the conditions are not complied with at all times.</p> <hr/> <p style="text-align: left;">Signature</p> <p style="text-align: right;">Date</p>
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CERTIFICATION	<p>➤ APPLICANT:</p> <p><i>I hereby apply for the subject Home Occupation Permit and certify that the information presented is accurate and complete.</i></p> <hr/> <p style="text-align: left;">Signature</p> <p style="text-align: right;">Date</p> <p>➤ PROPERTY OWNER / MANAGER (if other than applicant):</p> <p><i>I hereby consent to the filing of the Home Occupation Permit application and that I am the legal owner / manager of the subject property.</i></p> <hr/> <p style="text-align: left;">Signature</p> <p style="text-align: right;">Date</p>
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CITY REVIEW	<p>AUTHORIZATION: <input type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED</p> <p>Comments _____</p> <p>_____</p> <p>_____</p> <hr/> <p style="text-align: left;">Signed</p> <p style="text-align: right;">Date</p> <p><i>*Note: This approval is subject to applicant obtaining a City Business License from the Business Tax Division, located at 601 Carmen Drive, Camarillo (Telephone: 805.388.5330)</i></p>
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