

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 Department for compliance with the Home Occupation standards listed below. Following receipt of Zoning Clearance authorization from the Planning Department, a City of Roseville Business License must be obtained from the Finance Department.

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 any time.
- 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.

CLEARANCE FORM SUBMITTAL PROCEDURE:

- 1. Submit the attached Home Occupation Clearance Form (and Zoning Clearance Fee see Fee Schedule, check made payable to the City of Roseville) in person to the Planning Department at 311 Vernon Street, Roseville.
- 2. Obtain Fire Department approval, if necessary.
- 3. Obtain a City Business License following Zoning Clearance approval by the Planning Department.

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

Business License information may be obtained by contacting the Finance Department at (916) 774-5310.



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HOME OCCUPATION CLEARANCE FORM

ORIGINAL INK SIGNATURES ARE REQUIRED FOR PROPERTY OWNER and APPLICANT

BUSIN	NESS NAME:		-
	Date		
Phone	e E-mail address		
Addre	ess: Zip Code		_
Descr	iption of Business (describe services/products in detail)		
			_
			_
	Please answer YES or NO to the following:	YES	NO
1)	Will there be more than one (1) home occupation conducted from the home?		
2)	Will more than two (2) individuals operate the home occupation?		
3)	Are the applicant(s) occupants of the home?		
4)	Will the home occupation require the use of more than 15% of the total floor area of the dwelling unit (including garage and detached accessory buildings)?		
5)	Will the home occupation require any addition, alteration, or exterior remodeling?		

Will the home occupation result in the elimination of any required off-street parking?

Will the home occupation involve the storage of flammable or hazardous materials?

(If yes, the Fire Department must approve, in writing, the amount and method of such

Are any signs advertising the home occupation proposed?

Will any business related vehicle be stored at the home?

If yes, is it larger than a standard pick-up or delivery van?

storage of materials).

Please answer YES or NO to the following:	YES	NO			
Will any equipment or material relating to the home occupation, other than the permitted vehicle, be stored outside of the home?					
11a) Will you be providing private instruction (tutor, music teacher, etc.) to one person at a time with an appointment?					
(If NO, please answer 11b, if YES, please skip to question 12.)					
11b) Will you have customers/employees coming to the residence? If yes, please describe:					
(Aside from private instruction as described in 11a, customer/employee contact requires approval of an Administrative Permit.)					
12) Will there be delivery of materials to the residence by any vehicle larger than a standard sized delivery van?					
Will the home occupation create adverse levels of noise or odors above the ambient levels in the surrounding neighborhood?					
14) Have you ever had another home occupation within the City of Roseville? If it is active, please provide the address below:					
15) Do you own your home where the home occupation will be conducted? If not, the property owner must fill out the "Owner Authorization" section below.					
OWNER AUTHORIZATION: (If the applicant is not the owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.					
PROPERTY OWNER (print or type)					
AddressDay Phone		_			
Signature Date					
CERTIFICATION					
I hereby certify under penalty of perjury that the above information is true and correct to the best of my knowledge, and further agree to uphold the conditions and limitations as set forth in Chapter 19.42 of the City of Roseville Zoning Ordinance.					
Applicant's Signature Date					
Business License must be obtained from the Finance Department.					
FOR OFFICE USE ONLY					
Approved By Date					
Denied By Date					
An Administrative Permit is required Date: _					

Home Occupations which do not comply with these Standards are required to apply for and receive approval of an Administrative Permit.