



# HOME OCCUPATION APPLICATION

PLANNING SERVICES



## Home Occupation Application Information and Helpful Hints

There are many different types of home-based businesses or “Home Occupations” allowed within the Town of Danville. The regulations governing these uses are contained within the **Town of Danville Municipal Code Section 32-22.5** available at the Town offices and online at [www.danville.ca.gov](http://www.danville.ca.gov). The code outlines the requirements for the operation of an occupation/business from a private residence. In addition to approval by the Town, certain types of home occupations may require approval from other agencies such as Contra Costa County Environmental Health Department or even the State of California.

All Home Occupation applications are reviewed and monitored by the Planning Division for conformance to the prescribed code requirements, which ensure minimal impact on the neighborhood in which the home occupation operates. A valid Town of Danville Business Tax License issued by the Town of Danville Finance Department is also required. Below you will find general information about home occupations. Included are some helpful hints that will allow your application to be processed in a timely manner:

- **A Home Occupation application is required no matter the nature, extent or frequency of the business work occurring at the residence.**
- Check with your Home Owners Association’s Covenants Codes & Restrictions (CC&Rs) as they are often more restrictive than Town’s regulations. Many CC&Rs do not allow home based businesses and they are not enforced by the Town of Danville.
- Print all information legibly. Information which cannot be read or understood may delay the review process.
- Answer each question completely.
- Read all of the information completely before signing the application. Business and property owners are responsible for understanding and complying with the requirements.
- If you are unsure about any of the questions on the application form, please ask a staff member for clarification.
- If a question does not apply to your proposed home occupation/business be sure to answer it, “N/A” (Not Applicable). **Do not leave it blank.**
- Business Tax Licenses require annual renewal.
- A new application must be submitted if the occupation/business type changes or if the location of the occupation/businesses changes from the original address listed on the original permit application.

Please do not hesitate to ask questions if you are unsure or need clarification.  
Town of Danville staff is available Monday-Friday from 8:30am-4pm to assist you.

Applicants must complete all sections below. Please print legibly. (An incomplete application may delay the issuance of a business license.)

Name of Business \_\_\_\_\_ Web address \_\_\_\_\_

Applicant (Business Owner) \_\_\_\_\_ Day Phone \_\_\_\_\_ email \_\_\_\_\_

Location of Business (Street Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner (if different than applicant): \_\_\_\_\_

Property Owner Address (Street Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Check box if this application is for a change of address only.

Prior business address: \_\_\_\_\_

CHECK THE APPLICABLE STATEMENT OR ANSWER THE FOLLOWING QUESTIONS COMPLETELY

1. Describe, in detail, the type of business and work to be performed at the residence:

\_\_\_\_\_

2. How are the products distributed or services provided to customers:

\_\_\_\_\_

3. Do clients or customers come to your home for any reason? (circle one) Yes No

a. How many times (i.e. 3 times a week, etc.) \_\_\_\_\_

4. Total square footage of residence \_\_\_\_\_

5. Total square footage of residence square footage used for business (including storage) \_\_\_\_\_

6. Materials/Equipment Used in Business: \_\_\_\_\_

7. Will the business involve the use of hazardous materials? Yes No

***Please read and initial all of the following statements prior to signing this application***

\_\_\_\_ initials This application is true and correct to the best of my knowledge.

\_\_\_\_ initials I understand this document is only an application and not a permit of any type.

\_\_\_\_ initials I understand incomplete or illegible applications may not be reviewed and may be denied.

\_\_\_\_ initials I have read and understand the Home Occupation requirements in **Section 32-22.5** of the Town of Danville Municipal Code listed on pages three to four (3 to 4) of this application.

\_\_\_\_ initials I understand the Town of Danville may impose additional conditions to a Home Occupation application as individual circumstances may require.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Use Only**

Date _____	Customer # _____	Zoning District _____
Received by: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied		

**Congratulations on the start of your new business! If you decide to operate your business out of your home, the business must comply with the Town's Home Occupation standards along with your Business License.**

### **Municipal Ordinance Section 32.22.5 Home Occupation**

1. A Home Occupation Application report, which provides information regarding the proposed operation of the home occupation, must be submitted in conjunction with a Business License application. After reviewing the report, the Town must determine that the activity complies with the requirements set forth in this section, with other Town ordinances, and with applicable state laws, including any state licensing requirements.
2. Client or customer visits associated with the home occupation use shall be appointment-only visits, shall be limited to a maximum of one (1) visit per hour and shall be limited to Mondays through Saturdays between 8:30 a.m. and 6:00 p.m. An exception shall be allowed for home occupation uses involving students engaged in individual home instruction, where instruction period may be expanded to the period of between 8:30 a.m. and 8:30 p.m., daily.
3. The home occupation shall not include any direct, in-person retail sales transactions conducted at the premises, except as allowed for as part of a cottage food operation as defined in this section.
4. Deliveries shall be limited to the frequency of deliveries and types of vehicles normally associated with residential neighborhoods and shall be restricted to the period between 8:30 a.m. and 6:00 p.m., Mondays through Saturdays.
5. Not more than twenty five (25%) or six hundred (600) square feet, whichever is less, of the gross floor area of the primary structure may be devoted to the home occupation and not more than six hundred (600) square feet of additional area in accessory structures may be devoted to the home occupation.
6. The home occupation shall not involve employment of help other than the members of the household and one (1) assisting non-family employee, with the one (1) non-resident employee's hours limited to the period of 8:30 a.m. and 6:00 p.m., Mondays through Saturdays.
7. Onsite parking of employee vehicles is not allowed for employees who perform functions of the home occupation away from the premises.
8. There shall be no home occupation-related exterior storage of equipment, parts, materials, supplies, merchandise, refuse, or debris. [Note: home occupation-related equipment, parts, materials, supplies, or merchandise may be stored within a permanent, fully enclosed compartment of a passenger vehicle or truck, but no refuse or debris may be stored in any vehicle].
9. There shall be no storage of hazardous chemicals other than that which would normally be found at a private residence.
10. The residential appearance of the site must be maintained, and there shall be no exterior indication of the business, including commercial advertising signs or window displays. An exception is

allowed for the display of one (1) nameplate sign, measuring no more than two (2) square feet, which may be placed on the premises attached to the primary building near the business entrance, indicating the property address, name of the business, hours of operation, contact information, and the nature of the business activity conducted.

11. The required residential parking at the site shall remain available for the purpose of parking vehicles of the residents of the site.
12. Authorized business vehicles associated with home occupation business shall be limited to vehicles with a gross vehicle weight rating of under nineteen thousand five hundred (19,500) lbs. and are limited to a maximum of two vehicles in the range of fourteen thousand and one (14,001) to nineteen thousand five hundred (19,500) lbs. (i.e., limited to a maximum of two (2) Class 4 or Class 5 vehicles, as classified by the Department of Transportation's Federal Highway Administration classification for commercial trucks).
13. The home occupation use shall not result in the onsite parking of any of the following vehicles: limousines, dump trucks, tow trucks, pick-up trucks with the bed converted into a hauling compartment designed to hold materials and equipment that exceed the height of the top of the truck, construction vehicles (e.g., front-end loaders or backhoes), trailers (e.g., construction trailers, chipper trailers), construction equipment (e.g., cement mixers or chippers), or similar vehicles.
14. The home occupation business shall not be conducted in a manner that creates a public nuisance, under State law or under the Danville Municipal Code. Without limiting the foregoing, a home occupation shall not create noise, odor, dust, vibration, smoke, electrical disturbance, or any other interference with residential uses of adjacent property and shall be invisible to the neighborhood and the home occupation shall not result in excessive use of, or unusual discharge into any one (1) or more of the following utilities: water, sanitary sewers, electrical, garbage, or storm drains.
15. The number of home occupations at one (1) address shall not be limited except the cumulative impact of authorized home occupations shall not exceed these regulations.