



# Home Occupation Form

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**(530) 795-4910 ext. 112 or 114 FAX (530) 795-4935**  
**318 First Street Winters, CA 95694**

*Home Occupation Permit No.* \_\_\_\_\_

Prior to the approval of a Business License for a business that will be conducted in a residence, this form must be filled out and approved by the Planning Department. Please submit with original signatures only.

Name of Business Operator \_\_\_\_\_

Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Home \_\_\_\_\_ Business \_\_\_\_\_

Name of business \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Business (describe services/products in detail) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of hours of operation each day/week? \_\_\_\_\_

Is there an existing home occupation business? \_\_\_\_\_ YES NO

Will there be more than one home occupation? \_\_\_\_\_ YES NO

Do you own your home where the home occupation will be conducted? \_\_\_\_\_ YES NO

*If no, have you received permission from the property owner to operate the business?* \_\_\_\_\_ YES NO

*Name of Property Owner if not Business Operator* \_\_\_\_\_

How large is the dwelling? \_\_\_\_\_

Will the business use more than 15% (maximum of 400 sq. ft.) of living space? \_\_\_\_\_ YES NO

How many square feet will be devoted to the business? \_\_\_\_\_

What part of the dwelling will be used for the business? \_\_\_\_\_

Will the home occupation require any addition, alteration, or exterior remodeling? \_\_\_\_\_ YES NO

Will the home occupation result in the elimination of any required off-street parking? \_\_\_\_\_ YES NO

Will there be any employees? \_\_\_\_\_ YES NO

*List names of Employees:* \_\_\_\_\_

List name and addresses of any Partners: \_\_\_\_\_

Are any signs advertising the home occupation proposed? \_\_\_\_\_ YES NO

Will the home occupation involve the storage of flammable or hazardous materials? \_\_\_\_\_ YES NO

*If yes, the Fire Department must approve, in writing, the amount and method of such storage of materials.*

Will any business related vehicle be stored in the home? \_\_\_\_\_ YES NO

*If yes, is it larger than a standard pick-up or van?* \_\_\_\_\_

Make and model of vehicle to be used: \_\_\_\_\_ License # \_\_\_\_\_

Will you be using a trailer for your business? \_\_\_\_\_ If yes, license # \_\_\_\_\_

Will any equipment or material relating to the home occupation, other than the Permitted vehicles, be stored outside of the home? \_\_\_\_\_ YES NO

Describe any business-related storage and amount of materials and/or supplies:

Indoor: \_\_\_\_\_

Outdoor: \_\_\_\_\_

List any equipment/tools used in connection with your business: \_\_\_\_\_  
\_\_\_\_\_

List any license required by the State of California to conduct your business (Resale License, Contractor's License, ABC License, etc.) \_\_\_\_\_  
\_\_\_\_\_

Will there be personal contact (other than phone use) with customers/employees At the applicant's residence? \_\_\_\_\_ YES NO

*If yes, please explain.* \_\_\_\_\_

What is the anticipated traffic to and from your business? \_\_\_\_\_

Will there be delivery of materials to the residence? \_\_\_\_\_ YES NO

*If yes, will the frequency of delivery exceed one (1) time per week?* \_\_\_\_\_ YES NO

Will the home occupation create adverse levels of noise or odors above the normal levels in the surrounding neighborhood? \_\_\_\_\_ YES NO

Have you ever had another home occupation within the City of Winters? \_\_\_\_\_ YES NO

**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 the City of Winters Zoning Code, Section 8-1.5308.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ **REV0709JM**

# REQUIREMENTS FOR APPROVAL

Definition of a Home Occupation: A home occupation permit and business license are required if revenues will exceed \$1,000.00 annually. A use, which is clearly incidental and secondary to the residential use of the dwelling, may be conditionally approved by the Zoning Administrator, provided that:

- A. No more than one home occupation shall be permitted in any dwelling unit.
- B. Only the residents of the dwelling may be employed by the home occupation.
- C. No more than fifteen percent (15%) of the dwelling's gross floor area, to a maximum of four hundred square feet (400 sq. ft.) may be used in connection with the home occupation.
- D. No mechanical or power-driven equipment other than that customarily used in dwellings shall be used in connection with a home occupation.
- E. No sign for the home occupation shall be displayed on the house or property.
- F. The home occupation may not create vehicular or pedestrian traffic above and beyond that normally generated by residential use of the dwelling unit. For the purposes of determining compliance with this regulation, a home occupation may have no more than an average of four customers and/or deliveries to the residence per day, not to exceed a maximum of six customers and/or deliveries to the residence on any one day.
- G. There shall be no visible exterior evidence of the conduct of a home occupation. A home occupation must be conducted wholly within the dwelling unit or an accessory structure.
- H. The following uses are not permitted as home occupations:
  - 1. Those that do not meet the provisions above.
  - 2. Those, which entail repair, manufacturing, or processing. However, this shall not include such home occupations as handicraft, millinery, and laundering.
  - 3. Those, which entail food handling, processing, or packing.
  - 4. Those that entail the harboring, training, or raising of dogs, cats, birds, or other animals.
  - 5. Those that entail automobile and/or body and fender repairing.
  - 6. Barbershops, beauty parlors, music schools, dancing schools, business schools, or schools of any kind with organized classes.
  - 7. Any use which is hazardous to the public health and safety or which may create objectionable noise or odors.