

For official use only

Business License No.	Home Occupation Application No.
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City of Alameda Home Occupation Registration

Alameda Municipal Code 30-2 & 30-4 requires a Home Occupation Registration for all businesses that are conducted from a residence. The registration process is to be completed prior to the Business License application. The Home Occupation Registration is valid for the life of the business and includes a one-time processing fee. Please note that a change of location or a change in the type of business will require a new Home Occupation Registration. Please read carefully all questions before proceeding. Applications must be submitted in person at the Permit Center at City Hall, 2263 Santa Clara Avenue, Room 190. Mailed applications will not be processed.

1. Applicant/Property Owner Information:

a. Location of Home Occupation (Address): _____

b. Applicant Name and Address: _____
_____ Phone #: _____

c. Property Owner Name and Address: _____
_____ Phone#: _____

2. Business Type and Activity:

a. Name of Business: _____

b. Description of business: _____

c. Describe materials and equipment that will be used, activities involved, and methods of operation:

d. Approximately how much floor area will the Home Occupation occupy? (May not exceed 50% of floor space on one floor.) _____ Square Feet

e. Garages provide required parking and may not be converted into home offices. If your business involves the use of a garage or accessory building, a separate Use Permit application and public hearing will be required. Will the Home Occupation use any yard area or any accessory building/garage?
 No Yes (separate Use Permit application required)

f. Will any commercial vehicles be used? Yes No
If yes, where will the vehicles be garaged? _____

g. Approximately how much pedestrian, automobile or truck traffic will be created per week? (Excessive pedestrian or vehicular traffic may result in denial of the permit).

Pedestrians _____ Truck _____ Automobiles _____

3. Requirement for Review of Home Occupations:

Section 30-4.1 Excerpt from Ordinance No. 1277, N.S. City of Alameda Development Regulations. Upon the approval of the Planning Director, a Registration of Home Occupation form shall be completed and filed with the Planning Department. Any property owner aggrieved by the approval or nonapproval of the Planning Director shall have the right to appeal such action to the City Planning Board in the manner and within the time limits set forth in Section 30-25 of this code. Nothing contained herein shall be deemed to deny the right of appeal under Section 30-25 following the determination of the City Planning Board. (Amended by Ordinance No. 1310, N.S.)

Section 30-2. Excerpt from Ordinance No. 1277, N.S. City of Alameda Development Regulations. Home Occupation: Any use customarily carried on within a dwelling, rear or side yard areas, or accessory buildings, by the inhabitants thereof, and which use is incidental to the residential use of the dwelling and complies with the following standards:

a. Is confined within the dwelling, and occupies not more than 50% of the floor space on one floor; or, upon obtaining a Use Permit, in the rear or side yard, or accessory buildings thereof.

Applicant Initial _____

b. Involves no sales or storage of merchandise other than that produced on the premises, and/or directly related to and incidental to the services offered. **Applicant Initial** _____

c. Is carried on by the members of the household occupying the dwelling with no other persons employed. **Applicant Initial** _____

d. Produces no evidence of its existence beyond the premises, such as noise, smoke, odors, vibrations, etc. **Applicant Initial** _____

e. That the conduct of the home occupation shall not create excessive pedestrian, automobile or truck traffic in the vicinity, and that the parking of commercial vehicles incidental to the home occupation shall be permitted upon the premises only in enclosed structures. **Applicant Initial** _____

ATTESTATION:

I have read Section 30-4.1 b and 30-2 of Ordinance No. 1277 N.S. and am aware of the occupancy standards governing home occupations in the City of Alameda. Further, the information that I have provided on this application form is true and accurate to the best of my belief.

All applications must be submitted in person to the Permit Center in City Hall, 2263 Santa Clara Avenue, Room 190.

Signed _____

Property Owner

Signed _____

Applicant

Staff use only below this line:

Zoning District: _____

Approved

Denied

Use Permit Required:

Use Permit Number:

Approved with Conditions _____

Reviewed by: _____

Date: _____