



"Preserving Our Past, Enriching Our Present, Building Our Future"

33 Broadway, Jackson, CA 95642-2301

(209) 223-1646 / Fax (209) 223-3141

e-mail: building@ci.jackson.ca.us

INSTRUCTION TO APPLICANT FILING FOR A HOME OCCUPATION PERMIT

PURPOSE:

A Home Occupation is a small business conducted as a residential accessory use that can be located and conducted so that an average neighbor, under normal circumstances, would not be aware of its existence. The standards for home occupations are intended to ensure compatibility with other permitted uses and with the residential character of a neighborhood.

APPLICATION DIRECTIONS:

SECTION A: The applicant is the individual or firm that will be conducting the home occupation, and that information must be provided in subsection 1. If the application is being completed by someone on behalf of the applicant, subsection 2 must be completed.

SECTION B: If the applicant is not the owner of the property upon which the home occupation will be conducted, the information regarding present ownership must be provided in this section. The applicant must provide with this application a permission letter from the owner of the property approving a home occupation.

SECTION C: This section requires specific information about the location of the proposed home occupation. The street address, even if the mailing address is different, is required. The property's legal description can be located on the grant deed, and the Assessor Parcel Number is located on your tax bill. Please be as specific as possible in describing the proposed use for the home occupation. Applicants are encouraged to attach a detailed statement describing the proposed business, if necessary, as this information is essential to ensure the proposed business qualifies as a home occupation. Please attach a floor plan showing square footage, all rooms must be labeled, and area for home occupation use should be shaded and show square footage. A site plan must also be included in your application packet that shows the lot outline, location of the house, any streets, parking area, and any other structures on the property.

SECTION D: The standards for all home occupations are listed in this section. These are minimum standards, and the proposed business must clearly demonstrate compliance with these standards before a Home Occupation Permit can be issued.

SECTION E: Insert your name in the blank on the first line, and sign on the appropriate line.

The filing fee for processing the Home Occupation Permit is a \$250 deposit, and it is required at the time the application is submitted. Depending on the complexity of the application additional direct costs can be incurred. Home Occupation Permits are valid as long as the business operates from the property, these permits can be revoked by the Planning Department for reasons of noncompliance with the adopted standards.



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APPLICATION FOR HOME OCCUPATION

SECTION A – APPLICANT

1. Name of Applicant (if not an individual, use corporate or firm name):

Mailing Address (include Zip Code):

Telephone: _____ Email (must provide): _____

2. Name of Individual Representative (if not the same as above):

Mailing Address (include Zip Code):

Telephone: _____ Email (must provide): _____

SECTION B – PROPERTY OWNER

1. Name of Current Property Owner:

Mailing Address (include Zip Code):

Telephone: _____ Email (must provide): _____

2. If Property is a rental please attach owner approval letter. Yes, attached. Owner/applicant

SECTION C – PROJECT LOCATION/DESCRIPTION

1. Street Address of Site:

2. Assessor's Parcel Number (APN):

3. Square Footage or acreage of Site: _____



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4. Exact Description of the Proposed Home Occupation, including (a) trade name or business title; (b) resale number, if any; and (c) list any tools, machinery, or equipment required or used in the practice of the occupation (attach additional sheets if necessary):

5. Floor Plan is attached. Refer to Section C Yes No
6. Site Plan is attached. Refer to Section C Yes No

CITY OF JACKSON MUNICIPAL CODE 17.58.102 HOME OCCUPATIONS:

- A. Exempt activities. Home occupations conducted solely by residents of a housing unit that are limited to the use of a desk, telephone, personal computer and computer accessories, or other similar home office equipment and do not generate pedestrian or vehicular customer or delivery trips shall be exempt from the requirements for a Home Occupation Permit.
- B. Permit requirement. A Home Occupation Permit shall be obtained and posted in compliance with this Section for home occupations, which are allowed as accessory uses in all residential zoning districts. A statement of compliance with the operating standards identified in subsection D, below shall be signed before issuance of the Home Occupation Permit.
- C. Operating standards. Home occupations shall comply with the following operating standards:
1. The home occupation shall be clearly secondary to the full-time use of the structure as a dwelling;
 2. The use shall not require any modification not customarily found in a dwelling, nor shall the home occupation activity be visible from the adjoining public rights-of-way or from neighboring parcels;
 3. The use shall not display window or advertising sign(s) (one name plate not exceeding one square foot in area may be allowed by the City Planner), merchandise or stock in trade, or other identification of the home occupation on the premises;
 4. The home occupation shall be confined to not more than 25 percent of the floor area of the main dwelling nor more than 400 square feet of floor area, whichever is greater, and not within an accessory structure. Storage shall not occur out-of-doors or within a required enclosed garage, that would eliminate or constrict required parking;
 5. The home occupation shall comply with all applicable provisions of the City Building Code;



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6. The residence shall have and maintain at least two on-site parking spaces;
 7. Only one vehicle, with a capacity not exceeding one ton may be used by the resident directly or indirectly in connection with a home occupation;
 8. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of pesticides or explosive, flammable, or hazardous materials;
 9. The home occupation shall not create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances; and
 10. The home occupation shall not generate pedestrian or vehicular customer or delivery greater than two trips per day. A trip for the purposes of this Section shall be defined as one entry trip and one exit trip from the parcel.
- D. Home occupations requiring Minor Use Permit approval. The following are activities that may not comply with the operating standards in subsection C above, but may be allowed with Minor Use Permit approval, in compliance with Chapter [17.76](#) (Use Permits and Minor Use Permits):
1. A use that utilizes an accessory structure for the home occupation;
 2. A use exceeding 400 square feet or 25 percent of the floor area of the main dwelling, whichever is greater. In no case shall the use, including storage areas and accessory structures, exceed either 1,000 square feet or 40 percent of the floor area of the main dwelling, whichever is less;
 3. A use employing no more than one person living off-site and working at the dwelling at any one time, or more than two of the permanent residents;
 4. A use which entails food handling, processing, or packing;
 5. A use which includes hand woodworking or machine work;
 6. A one-chair barber shop or beauty salon; a use which involves home visits for three or more clients, patients or pupils at a time; direct product distribution; pet grooming; or any other use or occupation which the City determines is similar in nature to the previously listed uses;
 7. A single dwelling unit with more than one home occupation; and
 8. A use which generates pedestrian or vehicular customer or delivery traffic exceeding more than two trips per day. In no case shall vehicular customer and delivery traffic exceed more than 10trips each day.



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SECTION E – APPLICANT CERTIFICATION

I hereby certify to the City of Jackson that I, _____, am the applicant for this request and that I have read and understand the above mentioned Standards for Operating a Home Occupation. I understand that fees submitted are nonrefundable. The attachments and information provided on this application are true and correct. I agree to comply with all City Ordinances, including the standards for operating a Home Occupation in Chapter 17.58.120 of the City of Jackson Municipal Code.

Signature of Applicant

Date

OFFICE USE ONLY

Date Received: _____

Sent to Planner: _____

Received By: _____

Receipt No.: _____

Amount Paid: _____

Apv'd by Planner: _____