



**CITY OF SAN RAMON  
HOME OCCUPATION PERMIT APPLICATION**

Fee \$100.00

| I. GENERAL INFORMATION (Please Type or Print)     |                | Assessor's Parcel Number(s) | Zoning                 |
|---|----------------|-----------------------------|------------------------|
| NAME OF PROPOSED BUSINESS                         |                |                             |                        |
|   |                | <i>Office Use Only</i>      | <i>Office Use Only</i> |
| APPLICANT NAME                                    | BUSINESS PHONE | HOME PHONE                  |                        |
| LOCATION OF HOME OCCUPATION (Street Address)      | CITY           | STATE                       | ZIP                    |
| PROPERTY OWNER NAME (If Different from Applicant) | BUSINESS PHONE | HOME PHONE                  |                        |
| PROPERTY OWNER ADDRESS (Street Address)           | CITY           | STATE                       | ZIP                    |

**II. PROJECT/BUSINESS DESCRIPTION**

Briefly describe your proposed business and the business activity at the residence: \_\_\_\_\_

\_\_\_\_\_

Total square footage of residence: \_\_\_\_\_ Square footage used for Business: \_\_\_\_\_

How are products distributed or service provided to customers? \_\_\_\_\_

Describe materials/equipment used in business: \_\_\_\_\_

How are products/materials delivered to residence? \_\_\_\_\_ Frequency? \_\_\_\_\_

Does business involve use of chemicals/hazardous materials?  Yes  No If yes, describe: \_\_\_\_\_

**Definition of Home Occupation** - The conduct of a business within a dwelling unit or residential site, employing only the occupants of the dwelling, with the business activity being subordinate to the residential use of the property and no client visits to the home.

**Zoning Ordinance Section D4-33, Home Occupations requires that you comply with the Conditions of Approval as listed on the next page. If you cannot comply with the regulations below, please contact the City of San Ramon Planning Services Division at (925) 973-2560 prior to submitting your application.**

**Regulations:**

- No clients shall visit the residence.
- The use shall be incidental to the residential use of the dwelling.
- The use shall be conducted entirely within a portion of the main building, not within any required parking facility and does not exceed twenty percent (20%) of the building's square footage, excluding garage square footage.
- No outside storage shall be permitted.
- No article shall be sold or offered for sale on the premises.
- No person other than the residents of the dwelling shall be employed on-site or report to work at the site in the conduct of the home occupation.
- The use shall not generate vehicular or pedestrian traffic in excess of that which is normally associated with the residential use in the same district.
- No parking spaces shall be obstructed or additional parking space required for the home occupation.
- There shall be no exterior indication of the home occupation, including signs on the premises.
- The use shall not create noise, odor, dust, fumes, vibration, smoke, electrical interference, or any other interference with residential uses of adjacent property.
- No motor vehicle repair or personal services shall be offered on-site.
- The address of the home occupation shall not be advertised in any publications. (Business cards and letterhead are not included in this requirement.)

**Applicant's Signature:** I declare under penalty of perjury that all of the submitted information is true and correct to the best of my knowledge and belief. I have read and agree to abide by the regulations and conditions of approval listed on this application. I understand that my misrepresentations of submitted data may invalidate any approval of this application. If the home occupation is not operated in compliance with these regulations, the permit may be revoked by the Zoning Administrator.

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

|                        |               |                 |             |                  |                   |
|------------------------|---------------|-----------------|-------------|------------------|-------------------|
| <i>Office Use Only</i> | HOP No: _____ | Rec'd By: _____ | Date: _____ | Fee Rec'd: _____ | Receipt No: _____ |
|------------------------|---------------|-----------------|-------------|------------------|-------------------|

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**III. CONDITIONS OF APPROVAL**

Home Occupation Business Name: \_\_\_\_\_  
Permit Number: \_\_\_\_\_ Business Address: \_\_\_\_\_

1. The Home Occupation Permit shall not be transferable to any firm, individual, or another address. A substantial change in use as determined by the Zoning Administrator, shall necessitate the filing of a new Home Occupation Permit application.
2. The applicant is required to obtain a City Business License from the City of San Ramon Finance Department prior to the conduct of the subject home occupation. The applicant shall annually renew and maintain his/her business license with the Finance Department, otherwise the Home Occupation Permit shall expire.
3. Any interior or exterior modifications to the building structure as a result of this application, such as alterations to the electrical, plumbing, or mechanical systems will require building permit(s) and/or inspection.
4. No clients may come to the home.
5. The use is incidental to the residential use of the dwelling.
6. The use shall be conducted entirely within a portion of the main building, not within any required parking facility and does not exceed twenty percent (20%) of the building's square footage. No outdoor storage shall be permitted.
7. No article shall be sold or offered for sale on the premises.
8. No person other than a resident of the dwelling shall be employed on-site or report to work at the site in conduct of the home occupation. The prohibition applies to independent contractors.
9. This use shall not generate vehicular or pedestrian traffic in excess of that which is normally associated with residential uses in the same zone.
10. No parking space shall be obstructed and no additional parking space will be required for the home occupation.
11. There shall be no exterior indication of the home occupation, including signs.
12. The use shall not create noise, odor, dust, fumes, vibration, smoke, electrical interference, or any other interference with the residential uses of adjacent property.
13. No motor vehicle repair or personal services shall be permitted on-site.
14. The address of the home occupation shall not be advertised in any publication, such as the telephone book. Business cards and letterhead are not included in this requirement.

**Additional Project Specific Conditions:**

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

*Office Use Only*  Approved by: \_\_\_\_\_  Denied By: \_\_\_\_\_ Date Processed: \_\_\_\_\_