City of Oakley
3231 Main Street
Oakley, CA 94561
Ph: (925) 625-7000
Fax: (925) 625-9194
www.oakleyinfo.com

Home Business Permit Application

A Home-Based Business is a commercial business or other activity conducted in a residential dwelling by the resident of the dwelling unit, whereby the activity is clearly incidental and subordinate to the use of the dwelling as a residence, and which results in no external alteration to the appearance of the dwelling unit and will not change the residential character of the unit.

$102.00 Application Fee, check made payable to the City of Oakley. Business License fee is separate, but may be combined on same check.

Procedure:

1. Fill out the Home Business Information section below.

2. Read the attached section of Oakley Municipal Code section 9.1.1120 (Home Business Permits requirements) and certify through signature, under penalty of perjury, that the proposed home business complies with, and that you agree to uphold the conditions and limitations as set forth in, Oakley Municipal Code section 9.1.1120

3. Complete and pay, as appropriate, the City of Oakley Business License Tax Form. The Business License Tax Form is a separate fee, and should be filed together with the Home Business Permit.

NOTE: If you have any questions regarding this Home Business Permit, please contact the Planning Division at (925) 625-7000. Questions on the Business License Tax Form should be directed to the Finance Department at (925) 625-7018.

Home Business information

Business Name:_____
Applicant Name:_____Date:_____
Business Street Address:_____
Home Phone:_____ Business Phone:_____
Type of Business (e.g. Office only, Internet-based only, landscaping, housekeeping, bookkeeping, etc.):
_____

Does this address currently have any other permitted Home Businesses?_____
Are you the property owner?_____ If not, please provide property owner information and signature below:

Property Owner Name (printed):_____
Property Owner Mailing Address:_____

Property Owner Signature:_____

Updated July 2015

Home Business Permits Requirements as set forth in OMC section 9.1.1120 (c):

i. The Home-Based Business shall meet the following requirements:

1. Incidental and subordinate to the residence, as determined by Planning staff.

2. A maximum of one employee that is not a resident of the site may be allowed per parcel, as long as the parking requirements are met and off-street parking is not impacted. A maximum of two home-based businesses shall be allowed per parcel; however, no such limit shall apply to Internet-only based businesses allowed per parcel.

3. Delivery vehicles shall be limited to those types of vehicles that typically make deliveries to single-family neighborhoods, including the U.S. Postal Service, UPS, Federal Express, and delivery courier services using light vans. No deliveries by semi-trucks or other vehicles typically associated with service to commercial areas are allowed.

4. No customers or clients shall be served from the residence, with the exception of in-home lessons for educational purposes, not to exceed six

(6) people in total, as long as it does not create a nuisance to neighbors or those uses approved by State law.

ii. The Home-Based Business shall not:

1. Result in significant interior alterations or remodeling of home in connection with the home business. There shall be no exterior indication of the home occupation.

2. Result in outdoor storage or display of merchandise, equipment, appliances, tools, materials, or supplies associated with a Home-Based Business. Storage of flammable or hazardous materials shall not be allowed without Fire Department approval.

3. Result in the installation of advertising signs, window display, or other identification of the Home-Based Business on the premises, except the existence of a sign painted on one vehicle used in the business.

4. Result in the reduction of the required parking for the residence or result in the addition of the use of on-street parking in excess of typical residential use.

5. Result in more than 25% of the total floor area of the dwelling for use by the business, including the use of the garage. Garages may be used as long as the parking requirements can still be met (Two off-street spaces outside of front setback). Existing permitted accessory structures may be used and are subject to the 25% limit (basing the percentage on both units).

6. Be used as a staging area for employees to meet and disperse in company vehicles.

7. Create any excessive noise, vibration, glare, fumes, dust, or electrical interference to adjacent residents during the typical work hours of 7:30 a.m. to 5 p.m. (weekdays), and does not create any detectable noise, vibration, glare, fumes, dust, or electrical interference to adjacent residents beyond the typical work hours.

8. Result in excessive use of, or unusual discharge with respect to one or more of the following utilities: water, sewer, electric, garbage or storm drains.

9. Result in the preparation or packaging of food, otherwise known as a Cottage Food Operation, unless the business owner provides the City of Oakley with a full copy of the approved Contra Costa Health Services California Homemade Food Act AB 1616 (Gatto) Registration/Permitting Form for the proposed business. The form shall be dated and approved by an officer of Contra Costa Health Services prior to filing a City of Oakley Home-Based Business Permit application. Notwithstanding this section, operators of a Cottage Food Operation may have customers visit the residence by appointment so that no more than one vehicle will visit at any given time.

10. Result in the generation of vehicular or pedestrian traffic in excess of that associated with the residential use.

11. Result in the use of yard space or any activity outside the main house or accessory building which is not normally associated with a residential use. This includes the storage of fill materials including dirt, rock, bark and similar materials.

12. Result in more than one commercial vehicle being used or stored in conjunction with a single home-based business, up to a maximum of two vehicles for two separately licensed home-based businesses per parcel. A commercial vehicle shall be any vehicle used in conjunction with the business and/or with external evidence of it being related to the business (i.e., on-vehicle storage of supplies or on-vehicle signage), or as defined in California Motor Vehicle Code ("CMVC") Section 15210. Vehicles such as, but not limited to, dump trucks, cement trucks, tow trucks, equipment trailers, semis or tractor trailers, or as otherwise covered under CMVC Section 15210 shall not be allowed.

13. Result in the repair of vehicles, the use of sprayers, or other similar activities.

14. Other uses which the Community Development Director determines to be inappropriate or incompatible with a residential neighborhood.

15. Result in the sales of firearms and ammunition.

☐ **Check here if you hereby certify that the above information is true and correct to the best of your knowledge, and further agree to uphold the conditions and limitations as set forth in Oakley Municipal Code section 9.1.1120.**

Failure to operate your business subject to the applicable regulations may result in revocation of your Home Business Permit.

Applicant's Signature: _____ **Date:** _____

Oakley Staff Use Only

Approved ☐ Denied ☐

Signature: _____ Date: _____