

## **Home Occupation Permit Application Information and Helpful Hints**

There are many different types of home-based businesses or "Home Occupations" permitted within the City of Livermore. The regulations governing these uses are contained within Livermore Development Code (LDC) Section 6.02.060 and Chapter 9.05 (copies available upon request). The Livermore Development Code is available at any City of Livermore Library branch and online at <a href="https://www.ci.livermore.ca.us">www.ci.livermore.ca.us</a>. The code outlines the requirements for the operation of an occupation/business from a private residence. In addition to approval by the Community Development Department, certain types of home occupations may require approval from other City departments such as the Livermore Pleasanton Fire Department or other agencies such as the County Health Department or even the State of California.

All Home Occupation Permit applications are reviewed, issued, and monitored by the Community Development Department for conformance to the prescribed code requirements, which ensure minimal impact on the neighborhood in which the occupation operates. Applicants are notified within a timely manner of the approval or denial of their application by Community Development Staff. A valid City of Livermore Business Tax License issued by the City of Livermore Finance Department is also required.

Below you will find general information about home occupations. Included are some helpful hints that will allow your application to be processed in a timely manner:

- A Home Occupation Permit is required no matter the nature, extent or frequency of the business work occurring at the residence.
- Check with your Home Owners Association's Covenants Codes & Restrictions (CC&Rs) as they are often
  more restrictive than City of Livermore regulations. Many CC&Rs do not allow home based businesses
  and they are not enforced by the City of Livermore.
- Print all information legibly. Information which cannot be read or understood may delay the review process.
- Answer each question completely.
- Read all of the information completely before signing the application. Business and property owners are responsible for understanding and complying with the requirements.
- If you are unsure about any of the questions on the application form, please ask a staff member for clarification.
- If a question does not apply to your proposed home occupation/business be sure to answer it, "N/A" (Not Applicable). **Do not leave it blank**.
- Business Tax Licenses require annual renewal.
- Home Occupation Permits do not require renewal. A new application must be submitted if the
  occupation/business type changes or if the location of the occupation/businesses changes from the
  original address listed on the original permit application.

Please do not hesitate to ask questions if you are unsure or need clarification. City of Livermore staff is available Monday-Friday from 8am-5pm to assist you.

(925) 960-4450

(925) 960-4459

(925) 960-4104

phone:

fax:

TDD:

Fee: \$90



	PATION PERMIT APPLICATION		
Applicant's Name:	Contact Phone Number:		
Applicant's Address:			
usiness Name Telephone Number:			
Veb address (if E-based business)			
roperty owner's name and address (if different than applicant	nt):		
roperty owner's signature: (REQUIRED)	Property owner's phone number:		
-	rior to submitting this application as many do not allow home occupation y. Prior business address:		
CHECK THE APPLICABLE STATEMENT  Describe, in detail, the type of business and work to b	F OR ANSWER THE FOLLOWING QUESTIONS COMPLETELY be performed at the residence:		
The business work occurs. In my home only			
Do clients or customers come to your home for any reas	on with your business:Year/make/model License Number		
Do clients or customers come to your home for any reast.  List any vehicles or mobile equipment used in connective Please answer <u>YES or NO</u> for the following questions.	on with your business:  Year/make/model  License Number		
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Do clients or customers come to your home for any reason.  List any vehicles or mobile equipment used in connective Please answer YES or NO for the following questions. Example 2.  Are you planning to post signs of any type on the planning to post signs of any type of any type of the planning to post signs of any type of the planning to post signs of any type of the planning to post signs of any type of t	on with your business:  Year/make/model  License Number xplain all YES answers in detail:  ne residence or on any vehicle in connection with the business?  not live at the residence?  dence come to the residence for any business related reasons?  materials, or equipment be in public view or be noticeable beyond the ribration, or electrical interference?  (Size of a typical bedroom closet)  materials? If yes, a Hazardous Materials Declaration is required. See attached.		



# Please read and initial all of the following statements prior to signing this application

initials	This application is t	rue and correct to the b	est of my knowledge.			
initials	I understand this do	cument is only an appl	ication and not a permit of an	ıy type.		
initials	I understand incomplete or illegible applications may not be reviewed and may be denied.					
initials		erstand the Home Occu s four and five (4-5) of	ipation requirements in <b>Section</b> this application.	on 6.02.060 of the	Livermore Development	
initials	initials I understand the City of Livermore may impose additional conditions to a Home Occupation Permit as individual circumstances may require.					
initials			or property owner may be sub lations contained within the I			
initials			Permits may be revoked by the within the Livermore Develop		re for a confirmed	
initials	I understand a valid Livermore.	City of Livermore Bus	siness Tax License is required	l to operate any bus	siness in the City of	
initials	I understand upon fi	nal review I will be no	tified with the final decision	by City of Livermo	ore Staff.	
Applicant(s) Sig	nature(s): 1		2		Date:	
HOP#		Si	aff Use Only			
Action:	□ Applied	□ Approval	□ Conditional Appro	oval	□ Denial	
A. Findings (pe	er LDC Section 9.05	5.080):				
☐ Be consister subject residual		Plan, any applicable	Specific Plan, and the deve	elopment and des	ign standards of the	
□ Be listed as	an allowable use in	Part 3 (Specific Zon	es).			
			al, and operational standar losed on the Home Occupa		ection 6.02.060 (Home	
•	ncidental and second residential uses.	dary to the use of the	dwelling for residential pu	irposes and be co	ompatible with	
B. The propose	ed home occupation	will not:				
	tal to the public con		erest, safety, or welfare, or	materially injuri	ous to the properties or	
☐ Interfere w		•	g existing or future reside	ential developme	ents, and will not create	

Starr Comments:				
□ No in-person contact with	clients, customers	or employees at	the residence	
□ No tools, supplies or equi	pment stored in pu	blic view		
□ Storage of supplies/stock	merchandise is lim	nited to 100 cubic	feet (typical bedroom closet area)	
□ No visible signage at resi	dence			
□ Only one business vehicle	e permitted at the re	esidence-no visib	le signage while at residence	
Fees Received \$	Receipt #		Business Tax License #	<del></del>
Planning Division Review:		Date:		
Neighborhood Preservation Re	view:	Date:	<del></del>	
Livermore Police Department l	Permit #	(	Contractor's License #	



## HAZARDOUS MATERIALS DECLARATION

Pursuant to Section 6.02.040 of the Livermore Development Code this declaration must accompany any Home Occupation Permit Application when the proposed Home Occupation will involve the use of Hazardous Materials as defined in the Livermore Development Code. Pursuant to Section 6.02.060.F (1-4) of the Livermore Development Code, only the following types of hazardous materials may be kept, stored, or used in conjunction with any home occupation within the City of Livermore. List all materials and quantities of the following materials to be used, stored, or kept at the residence.

2.	All Corrosive Solids, Health Hazards or Class 2 Oxidizers or Fifty (50) pounds for Class 1 Oxidizers:
3.	All Flammable Gasses and Inert or Oxidizer gases:

#### **Home Occupations**

F. Storage of hazardous materials (Section 6.02.040 LDC) is limited as follows:

All Combustible Liquids, Corrosive Liquids, Class 1 or 2 Oxidizers or Class 1 Water Reactives:

- 1. To one gallon or less total for all combustible liquids, corrosive liquids, class 1 or 2 oxidizers, or class 1 water reactives.
- 2. To 10 pounds total for all corrosive solids, health hazards, or class 2 oxidizers, or 50 pounds for class 1 oxidizers.
- 3. To four standard cubic feet of flammable gases, and 500 standard cubic feet of inert or oxidizer gases.
- 4. No quantities of other hazardous materials classes are permitted in conjunction with a home occupation.

### Definitions.

Hazardous materials and hazard categories shall be as defined in the Livermore fire code (Uniform Fire Code, Article 9, Article 80, Appendix VI-A). Hazardous materials belonging to more than one category are subject to the regulations of the more stringent group or category.

#### **Hazardous Material Declaration.**

Any person requesting approval of the storage or use of hazardous materials shall be required to submit to the planning department a hazardous material declaration 6.02.040.F. The declaration shall contain information regarding the type and quantities of hazardous materials that will be utilized. The declaration shall contain sufficient information for the planning department to determine if the proposed storage and use of the chemicals is consistent with the requirements of this code.

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08/05/10



## **HOME OCCUPATION DEFINITION AND REGULATIONS**

<u>Definition:</u> "Home occupations" means any use conducted entirely within a dwelling and conducted only by the inhabitants thereof, which use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof, and is not evidenced beyond the limits of the property by noise, light, smoke, odor, vibration, electrical interference, storage of material or equipment, abnormal human activity, or vehicular traffic or other exterior evidences.

### **Development Code Section 6.02.060 Home Occupations**

Home occupations, as defined in LDC Part 11, which in the opinion of the Planning Commission are clearly uses secondary to the principal use of a dwelling for dwelling purposes, conform to City ordinances, and which will not adversely affect the public safety, health and general welfare of the neighborhood of which they are a part shall be permitted. In addition to special conditions which may be imposed to accomplish the above objective, home occupations shall conform to the following requirements:

- A. No signs are permitted in conjunction with the use, either affixed to the premises or to any vehicle parked on the premises. Easily removable (magnetic) signs are permitted so long as they are removed while parked in view of the neighborhood.
- B. No persons are to be employed to do work appurtenant to the use on the premises other than members of the immediate family residing in the home.
- C. In the event outside persons are employed to perform functions of this business away from the premises, parking or storage of employees' vehicles in the neighborhood is prohibited.
- D. No noticeable movement of products, materials, machinery, or equipment in and out of the premises is permitted in conjunction with the use.
- E. Storage of stock shall be limited to 100 cubic feet (approximately the size of a typical residential bedroom closet).
- F. Storage of hazardous materials is limited as follows:
  - To one gallon or less total for all combustible liquids, corrosive liquids, Class 1 or 2 oxidizers, or Class 1 water reactives.
  - 2. To 10 pounds total for all corrosive solids, health hazards, or Class 2 oxidizers, or 50 pounds for Class 1 oxidizers.
  - 3. To four standard cubic feet of flammable gases, and 500 standard cubic feet of inert or oxidizer gases.
  - 4. No quantities of other hazardous materials classes are permitted in conjunction with a home occupation.
- G. Vehicles connected with this business are limited to one vehicle not exceeding an unladen vehicle weight of 4,500 pounds.
- H. Vehicle related services such as, but not limited to, repair, cleaning, tune-ups, couriers, delivery or transport of goods or people and services requiring employees, customers or clients to visit the residence shall be prohibited.
- I. Instructional services, such as tutoring or musical instruction, shall be exempt from home occupation requirements with approval from the Director.
- J. The home occupation shall involve no on-site clients except for:
  - 1. Home occupations in live/work units in the Transect zones;
  - 2. Tutoring or instruction of children by appointment; and
  - 3. Applicants with a demonstrated mobility handicap.
- K. There shall be no on-site exterior storage of equipment, vehicles (in excess of the single vehicle), materials or supplies connected with this business.

**Home Occupation Definition and Regulations Page 2** 

City Hall Permit Center Community Development Department 1052 South Livermore Avenue Livermore, CA 94550 phone: (925) 960-4450 fax: (925) 960-4459

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- L. Tools or equipment connected with the business shall be operated so as to be imperceptible at or beyond the property line.
- M. The following uses shall be considered prohibited:
  - 1. Adult businesses
  - 2. Animal hospitals (and related services)
  - 3. Barber/beauty/nail shops
  - 4. Dance/night clubs
  - 5. Food preparation for commercial purposes
  - 6. Fortune telling (psychics)
  - 7. Repairs
    - a. small engine
    - b. television/radio
    - c. appliance
    - d. vehicle
    - e. upholstery
  - 8. Massage (on-site)
  - 9. Medical/dental offices/clinics/laboratories
  - 10. Photography studios (not including photo processing)
  - 11. Plant nursery
  - 12. Retail or wholesale sales of products stored at the residence, except that mail order businesses may be allowed where there is no stock-in-trade on the site
  - 13. Party-type sales, except when done at client's location
  - 14. Automotive detailing and/or painting
  - 15. Welding and machining
  - 16. Other uses determined by the Director not to be incidental to or compatible with residential activities.
- N. A Home Occupation Permit shall be obtained in compliance with Chapter 9.05 (Home Occupation Permits).