

## STANDARD CONDITIONS OF APPROVAL

In order to be eligible for a Home Occupation Permit, you must be able to comply with the following (Zoning Ordinance Section D4-33):

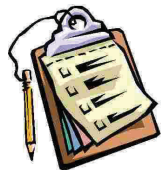
- ☑ The Home Occupation Permit shall not be transferable to any firm, individual, or another address. A substantial change in use as determined by the zoning Administrator, will necessitate the filing of a new Home Occupation Permit application.
- ☑ The applicant is required to obtain a City Business License from the City of San Ramon prior to the conduct of the subject home occupation. The applicant shall annually renew and maintain their business license with the Finance Department, otherwise the Home Occupation Permit shall expire.
- ☑ 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 permits and/or inspection.
- ☑ No clients may come to the home, unless otherwise approved with a Minor Use Permit. **See reverse side for steps involved in obtaining a Minor Use Permit (D4-33).**
- ☑ The use is incidental to the residential use of the dwelling.
- ☑ The use is conducted 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 outside storage shall be permitted.



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## STANDARD CONDITIONS OF APPROVAL (Cont.)

- ☑ No article shall be sold or offered for sale on the premise. Unless otherwise approved with a Minor Use Permit. **See reverse side for steps involved in obtaining a Minor Use Permit. (D4-33)**
- ☑ No person other than the resident of the dwelling shall be employed on-site or report to work at the site in the conduct of the home occupation. This prohibition also applies to independent contractors. Unless otherwise approved with a Minor Use Permit. **See reverse side for steps involved in obtaining a Minor Use Permit. (D4-33)**
- ☑ The use will not generate vehicular or pedestrian traffic in excess of that which is normally associated with the residential use in the same district.
- ☑ No parking space shall be obstructed and no additional parking space will be required for the home occupation.
- ☑ There is no exterior indication of the home occupation, including signs.
- ☑ The use will not create noise, odor, dust, fumes, vibration, smoke, electrical interference, or any interference with residential uses in the same district.
- ☑ No motor vehicle repair or personal services shall be permitted on-site.
- ☑ The address of the home occupation will not be advertised in any publication. Business cards and letterhead are not included in this requirement.



City of San Ramon

# HOME OCCUPATION PERMIT

*Information on How to Start a  
Home-Based Business*



*We Provide Efficient Delivery of Quality  
Public Services That are Essential to Those  
Who Live and Work in San Ramon*

## DO YOU NEED A HOME OCCUPATION PERMIT?



If you wish to conduct a business from your home within the City of San Ramon, you must obtain a Home Occupation Permit (HOP) and City Business License. Examples of typical businesses which would be allowed by Home Occupation Permits might include:

- Typing or drafting services
- Consulting businesses (Provided all work is picked up and delivered to the client.)
- Off-site Janitorial services
- Contractor businesses (where the business is conducted elsewhere and all equipment is either stored off-site and/or in a vehicle which is to be stored in the garage at the residence.)
- Businesses such as jewelry making are allowed if the jewelry is sold off-site (i.e. flea market, retail store, etc.).
- Home Occupations also include those businesses in which only a telephone and mail services are used.



## WHAT STEPS ARE INVOLVED IN OBTAINING A HOME OCCUPATION PERMIT?



### Step 1 – File Application/Application Fee

If you are able to meet the **STANDARD CONDITIONS OF APPROVAL** as shown on the backside of this brochure, you should file an application with the Planning Services Division for a Home Occupation Permit along with a completed City Business License application. The Home Occupation Permit fee is \$100, and Business License fee is \$41. Cash, checks, or credit cards are accepted.

(Note: If you are a renter, it is recommended that you check with your Property Owner/manager to determine if their approval is required.)

### Step 2 – Zoning Administrator (ZA) Review

The Zoning Administrator shall issue the permit upon determining that the proposed home occupation complies with the Zoning Ordinance Section D4-33. If a home occupation is not operated in compliance with the Zoning Ordinance regulations, the permit may be denied or revoked by the ZA. All decisions by the ZA may be appealed to the Planning Commission.

### **Home Occupation Permits involving exceptions to Standard Conditions of Approval:**

**Minor Exceptions** - Any home occupations with home client visits, outdoor uses, etc. shall require a Minor Use Permit in accordance with Section D4-33 (Home Occupations) of the Zoning Ordinance.

**Cottage Food Operations** - A Cottage Food Operation **without** client visits or a non-resident employee may be approved through the Home Occupation Permit.

A Cottage Food Operation **with** client visits and/or up to one non-resident employee in a residential zone shall require a Minor Use Permit, in accordance with Zoning Ordinance Section D4-33 (Home Occupations).

### **Step 3** – Home Occupation Permit Approval/Business License

After your HOP application is approved, your Business License Application will be forwarded for processing. Your Home Occupation Permit with conditions of approval will be mailed to you by the Planning Services Division. The Business License portion will be mailed to you within ten (10) working days.

### **Step 4** – Website Publication

On a monthly basis, staff will post a list of all HOP applications that have been filed and approved in the previous month on the City's website. The notice will include the applicant's name, business type, and location.

## City of San Ramon

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