



**Application Fee \$100
Annual Renewal Fee \$50**

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION (415) 435-7390**

APPLICATION FOR HOME OCCUPATION

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION

BUSINESS ADDRESS: _____ **BUSINESS NAME:** _____

OWNER OF PROPERTY: _____

MAILING ADDRESS: _____

CITY STATE AND ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

APPLICANT (IF OTHER THAN OWNER): _____

MAILING ADDRESS: _____

CITY STATE AND ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

BRIEFLY DESCRIBE PROPOSED BUSINESS (USE SEPARATE SHEET IF NECESSARY): _____

NUMBER OF EMPLOYEES ON SITE: _____ HOURS AND DAYS OF OPERATION: _____

HOW OFTEN WOULD YOU ANTICIPATE VISITORS/CLIENTS COMING TO YOUR RESIDENCE?: _____

WHAT AREAS OF YOUR RESIDENCE WOULD BE USED FOR THE BUSINESS?: _____

WOULD THERE BE ANY VEHICLES ASSOCIATED WITH BUSINESS; IF SO WHAT TYPE?: _____

WOULD ANY MATERIALS ASSOCIATED WITH THE BUSINESS BE STORED ON SITE; IF SO WHERE?: _____

IS YOUR BUSINESS PART TIME (LESS THAN 20 HRS./WK.) OR FULL TIME (20 HRS./WK. OR MORE)?: _____

IS YOUR BUSINESS A SHORT TERM (LESS THAN 3 YEARS) OR LONG TERM PROPOSITION (3 YEARS OR MORE)?: _____

PLEASE READ THE "IMPORTANT NOTE" AND THE "HOME OCCUPATION PERMIT PROCESS" ON THE REVERSE SIDE OF THIS APPLICATION FORM PRIOR TO SIGNING BELOW. THIS APPLICATION MUST BE SIGNED BY THE PROPERTY OWNER AND THE APPLICANT, IF OTHER THAN OWNER.

PROPERTY OWNER'S SIGNATURE

DATE

APPLICANT'S SIGNATURE (IF OTHER THAN OWNER)

DATE

FOR STAFF USE ONLY, PLEASE DO NOT WRITE BELOW THIS LINE

APPLICATION NUMBER: _____

FEES PAID: _____

DATE RECEIVED: _____ RECEIVED BY: _____

RECEIPT #: _____

ACTIONING BODY/PERSON: _____ ACTION: _____

DATE: _____



Important Note

By signing the front side of this document you declare the following:

I have read and understand the Zoning Ordinance regulations governing home occupations, Section 4.10 (please see attached), and will comply with the regulations if approval is granted for this request.

I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the Town grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorneys fees that might result from the third party challenge.

Home Occupation Permit Process

- Applicant submits both a Business License application and Home Occupation Permit application to the Town.
- Home Occupation Permit application is reviewed by Planning Division Staff.
- If any further information is required, staff will contact the applicant.
- If the proposed business would appear to meet the intent of a home occupation, and the business would meet the criteria as set in Zoning Ordinance Section 4.10, then the Home Occupation Permit can be issued.
- Applicant will be notified by mail of the status of the Home Occupation Permit.
- After the Home Occupation Permit is issued the Business License Administrator will issue a Business License.
- No business can commence until both a Business License and a Home Occupation Permit have been obtained.
- All Home Occupation Permits are subject to an annual renewal fee of \$50.
- Please Contact the Planning Division with any questions (415)435-7390.

General Information

Pursuant to California Government Code Section 65945, applicants may request to receive notice from the Town of any general (non-parcel specific) proposals to adopt or amend the General Plan, Zoning Ordinance, Specific Plans, or an ordinance affecting building or grading permits.

If you wish to receive such notice, then you may make a written request to be included on the mailing list for a periodic notice listing any such pending proposals, and must specify which types of proposals you wish to receive notice upon. The request must also specify the length of time you wish to receive such a notice, and provide a supply of stamped, self-addressed envelopes. Applicants shall be responsible for maintaining the supply of envelopes to the Town for the duration of the time period requesting for receiving such notices.

The notice will also provide the status of the proposal and the date of any public hearings thereon which have been set. The Town will determine whether a proposal is reasonably related to your pending application, and send a notice on that basis.

Such notice shall be updated at least every six weeks unless there is no change to the contents of the notice that would reasonably affect your application.

Requests shall be mailed to:

Town of Tiburon
Community Development Department
1505 Tiburon Boulevard
Tiburon, CA 94920