



APPLICATION PROCESS

STEP 1	<u>INITIAL CONSULTATION</u>
	Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application.
STEP 2	<u>APPLICATION SUBMITTAL</u>
FEE	A list of current fees are available at the Community Development Department (Planning Counter) or on the Community Development Department website. The following forms of payment are accepted: <ul style="list-style-type: none"> • Cash • Credit card (processing fee of \$1.35 or 2.29%, whichever is greater, applies) • Debit card (processing fee of \$1.35 applies) • Check (made payable to San Joaquin County Treasurer)
FORM	One (1) copy of the completed application <ul style="list-style-type: none"> • Application may be submitted electronically by emailing the completed form to planning@sjgov.org. • After acceptance of the submittal, payment instructions will be sent via email.
REQUIREMENTS	The applicant must review the Standard Requirements for Home Occupation contained on Page 2 of this application. By signing and submitting an application for a Home Occupation License, the applicant confirms compliance with all Standard Requirements for Home Occupation.
STEP 3	<u>APPLICATION PROCESSING</u>
REVIEW	The Community Development Department - Planning Division will review the application, and process the payment. The application will be routed through the following departments for review and/or inspection: <ul style="list-style-type: none"> • Community Development Department – Building Division • Community Development Department – Code Enforcement Division • Environmental Health Department • Applicable Fire Department • Department of Public Works • Mountain House Community Services District (<i>for homes located in Mountain House only</i>)
CORRECTIONS	Any corrections resulting from review and/or inspection by the above listed departments must be completed prior to the finalization of the Business License application. This application can remain active for a maximum of 180 days. If all corrections have not been completed within 180 days, the application will expire.
STEP 4	<u>LICENSE ISSUANCE</u>
OFFICIAL LICENSING	Once the Home Occupation License is approved by the departments listed above (minimum 15 days), the Community Development Department will forward the license information to the Treasurer-Tax Collector for issuance. A yearly renewal will be required. For information regarding renewals, please contact the Treasurer-Tax Collector at (209) 468-2133.

EXEMPTION	<u>BUSINESS TAX ASSESSMENT</u>
VETERAN	Business Tax Assessment exemption: Veterans who meet the criteria listed below may be exempt from paying the business tax assessment if: <ul style="list-style-type: none"> • The applicant was honorably discharged. • The applicant is requesting a license to hawk, peddle or vend any good, wares, or merchandise owned by him/her, except for liquor. • The business is solely owned by the veteran. <p>Visit the Treasurer-Tax Collector's Office at 44 N San Joaquin Street, Stockton, (209) 468-2133, to complete a waiver and provide a copy of your DD214 Certificate of Release or Discharge from Active Duty.</p>



STANDARD REQUIREMENTS FOR HOME OCCUPATION

In order to reduce the impact of a home occupation businesses to the degree that its effect on the neighborhood is undetectable from normal and usual residential activities, Home Occupation Licenses must comply with the requirements listed below:

1. **APPEARANCE** The appearance of the structure shall not be altered, nor shall the occupation within the residence be conducted in a manner that would cause the premises to differ from its residential character either by use of colors, materials, construction, lighting, or signs; or by the emission of sounds, noises, or vibrations.
2. **EMPLOYEES** All employees shall be members of the resident family and shall reside on the premises.
3. **SALE OF MERCHANDISE** There shall be no sale of merchandise on the premises, nor shall there be any customers or clients permitted on the premises.
4. **TRAFFIC** Pedestrian and vehicular traffic will be limited to that normally associated with residential districts.
5. **COMMERCIAL VEHICLES** The home occupation may involve the use of a commercial vehicle, not to exceed 11,000 pounds gross vehicle weight rating (GVWR), as defined in the California Vehicle Code, or a single-vehicle limousine service.
6. **SIZE LIMITS** Up to twenty-five percent (25%) of the living space of the home or 250 square feet, whichever is less, may be used for the home occupation and any related storage of materials and supplies.
7. **STORAGE** There shall be no outdoor storage of materials or equipment; no storage of toxic or hazardous materials, including ammunition and gunpowder, except for those amounts that would be normally permitted by the current edition of the California Building Code or specifically approved as to type by the Director; nor shall merchandise be visible from outside the home.
8. **LOCATION** The home occupation shall be confined within a building. When conducted in a garage, the home occupation shall not eliminate the use of the garage as a parking space for a car.
9. **USE OF FACILITIES AND UTILITIES** The use of utilities and community facilities shall be limited to that normally associated with the use of the property for residential purposes.
10. **ADVERTISING** There shall be no public advertising that calls attention to the fact that the home is being used for business purposes. Telephone listings shall not contain the address of the home occupation business.
11. **ELECTROMAGNETIC INTERFERENCE** Electrical or mechanical equipment that creates audible interference in radio receivers, or visual or audible interference in television receivers, or causes fluctuations in line voltage outside of the dwelling unit is prohibited.



FILE NUMBER: _____

FOR STAFF USE ONLY

Response Due Date:

Property Owner Information		Applicant Information	
Name:		Name:	
Mailing Address:		Mailing Address:	
Phone:		Phone:	
Email:		Email:	
Property Information			
Assessor Parcel Number(s)	Property Address	City	Cross Street
Business Details			
Description of Business:			
Business Name (DBA)		DBA Mailing Address	
Employee Information			
Name	Home Address	Family Member	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>	
What type of product, if any, will be produced, serviced, or repaired in the conduct of the home occupation?			
Describe any alterations to the home or premises that will be required for the operation of the home occupation:			
Will people come to the home to obtain any product, or utilize any service connected with the proposed home occupation?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain in detail:			
Will automobiles or other vehicles be involved in operation of the home occupation?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain in detail:			



AUTHORIZATION SIGNATURES

I, the Owner/Applicant/Agent, agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

1. INDEMNITY:

- A. From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");
- B. For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.
- C. Except as to the County's sole negligence or willful misconduct.

2. DEFENSE:

- A. The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.
- B. In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.
- C. If I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, the Owner/Applicant/Agent, agree to not employ any person other than a member of the resident family who resides on the premises.

I, the Owner/Applicant/Agent, certify under penalty of perjury that I am (check one):

- Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(ies) involved in this application, or
- Legal agent (attach proof of the owner's consent to the application on the property[ies] involved in this application)

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

FOR STAFF USE ONLY

General Plan Designation:		Zoning Designation:		Use Type:	
Department	Approved	Denied	Signature		Date
CDD: Planning Division					
Building Division					
Enforcement Division					
Fire District/Warden: _____					
Environmental Health Department					
Department of Public Works					
MHCSD (if applicable)					
License approved for:					
History:					
Finalized by:					Date