

**Home Occupation Agreement
(Required Addendum to Application for Business License)**

Applicant Name _____

Name of Business (as found on Business License Application)

Building Type (check one):

_____ Single Family Home _____ Accessory Dwelling Unit _____ Apartment/Condominium

I have received a Home Occupation permit under File No. _____ and agree to abide by all permit conditions set forth in said permit.

If you do NOT have a Home Occupation permit from the Planning Department, then you will be required to abide by the following conditions as part of receiving your Business License. Please read carefully and indicate your understanding and approval of this Agreement by signing at the bottom of page 2.

As the occupant of the subject property, I agree to conduct a home occupation in accordance with all City codes and ordinances. I understand I am also subject to the conditions set forth below.

1. The use of my home as a residence will remain the primary use.
2. My home occupation will be carried on by residents of the dwelling unit and does not involve more than two other business participants visiting the dwelling unit (or, for properties that contain an accessory dwelling unit, visiting the property) per day. "Other business participants" may include non-family employees and independent contractors.
3. My home occupation will have no outside storage, including equipment stored on vehicles.
4. My home occupation will require no alteration to the interior or exterior of the dwelling that changes its residential character.
5. My home occupation will not involve activities, including but not limited to the use of heavy equipment, power tools, power sources, hazardous materials, or other equipment or materials, that result in noise, vibration, smoke, dust, odors, heat, traffic, parking or other conditions that exceed, in duration or intensity, such conditions normally produced by a residential use.
6. My home occupation will have, in addition to daily mail service, no more than a combined total of three commercial and courier pick-ups and deliveries at the dwelling unit (or, for properties that contain an accessory dwelling unit, the property) per day, and no more than ten such pick-ups and deliveries per week. Said pick-ups and deliveries will only occur between the hours of 8:00 a.m. and 6:00 p.m.
7. My home occupation will occupy no more than 500 square feet of floor area, including any space in an accessory structure.

Please Complete Back of Form

8. My home occupation will include no more than six clients/customers per day and no more than two clients/customers at any time visiting the dwelling unit (or, for properties that contain an accessory dwelling unit, visiting the property) for goods or services. A family arriving in a single vehicle will be considered one client. Client/customer visits to a home occupation will be between the hours of 8:00 a.m. and 8:00 p.m. (not applicable to bed and breakfast house).
9. My home occupation will operate no more than one vehicle, van, truck or similar vehicle. The vehicle will not exceed any of the following:
 - a. A gross vehicle weight of 10,000 pounds;
 - b. A height of nine feet; and/or;
 - c. A length of 22 feet.
 - d. The measurement of vehicle height and length will include bumpers and any other elements that are required by federal or state law for the operation of the vehicle on public roads.
10. My home occupation will have no exterior indication other than one building-mounted, non-illuminated sign with a maximum size of two square feet.
11. If I will operate a **bed and breakfast house**, it will comply with the following additional conditions in addition to the above:
 - a. It will be operated by the owner of the of the dwelling in which it is located and it will be the primary residence of the owner/operator;
 - b. There will be a maximum of two guest rooms;
 - c. Guests will stay a maximum of 30 days;
 - d. Food service will be limited to serving overnight guests of the establishment. Individual rooms will not be equipped with cooking facilities;
 - e. I may be required to provide up to one parking stall per guest room. I will demonstrate the parking provided will be adequate based on the following criteria:
 - i. the number of guest rooms;
 - ii. The number of permanent residents of the dwelling proposed for the bed and breakfast;
 - iii. The number of parking stalls that can be accommodated in a garage or driveway; and
 - iv. The number of legal on-street parking stalls immediately adjacent to the bed and breakfast;
 - f. Concentrations of Bed and Breakfast Houses – If my bed and breakfast house is proposed within 500 feet of another bed and breakfast house, I will demonstrate that the neighborhood will not be adversely affected by the concentration.

I agree to the limits as specified above and understand the City may revoke/deny my business license should I fail to comply with these terms and conditions. I understand that if at any time during the year my home occupation exceeds these limits, I will be required to apply for and receive a Home Occupation permit from the Planning Department. Also, I understand that other permits may be required by the Fire and Building Department regardless of whether or not I need a Home Occupation permit.

Signed _____ Date _____

Print name _____