



HOME OCCUPATION PERMIT – APPLICATION

Town of Woodside

2955 Woodside Road
Woodside, CA 94062
650.851.6790
www.woodsideca.gov

Property Address:	APN #:
Property Owner:	Applicant:
Owner Address:	Applicant Address:
Phone Number:	Phone Number:
Email:	Email:

Home Occupation: New Renewal **Prior License Number:**

Property Owner: Yes No

Address of Business:

Mailing Address:

Phone Number:

Name and Nature of Business:

Square Feet of Residence: **Square Feet for Business:**

Type of Ownership: **Number of Employees:**
(Sole Proprietorship, Partnership, Corporation)

Business Location (within residence):
(Note: Not permitted in accessory structures or garages)

Describe any sale of merchandise:

Describe any storage of supplies or merchandise (type & location):

Vehicles to be operated under this permit:

AFFIDAVIT

I certify that I am the owner (or authorized agent of the owner*), of the property involved in this application and that the foregoing is true and correct.

Signature: _____ **Date:** _____

*Property owner shall provide written verification of the authorized agent status.

No public hearing shall be required, but the public notice shall be the same as that for public hearings as set forth in WMC § 153.963 of Zoning Ordinance.

HOME OCCUPATION APPLICATION

Please respond to each requirement of the ordinance by describing the conditions of your home occupation.

A. Such occupations shall be conducted by no more than two resident occupants entirely within either the main dwelling unit or accessory dwelling unit.

RESPONSE:

B. The total floor area used for home occupations shall not exceed one-fourth of the total floor area of the main residence or 400 square feet, whichever is less, regardless of where on the parcel such occupation is carried on.

RESPONSE:

C. No products shall be sold or stocked for sale other than those produced on the premises. No outdoor storage of material shall be permitted. No vehicle related to the home occupation larger than a three-fourths ton truck nor more than two vehicles related to the home occupation shall be parked on the premises.

RESPONSE:

D. There shall be no show window, window display, or sign to attract customers or clients.

RESPONSE:

E. Home Occupations shall not require internal or external structural alterations, nor shall construction features or mechanical equipment not customary in dwellings be permitted.

RESPONSE:

F. Home occupations shall not result in a change of the character of the dwelling or adversely affect the uses permitted in the residential district.

RESPONSE:

G. No equipment or process shall be used in a home occupation which equipment or process creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receiver or causes fluctuations in voltages off the premises.

RESPONSE:

H. A home occupation shall not cause an increase in parking demand or a significant increase in pedestrian or vehicular traffic in the vicinity.

RESPONSE:

I. A home occupation shall not be conducted on any site unless a permit authorizing the use has been issued by the Town. An application for a home occupation permit shall be filed with the Town. No public hearing shall be required, but the public notice shall be the same as that for public hearings as set forth in § 153.963 of the zoning ordinance. A home occupation permit shall be valid for a period of one year and shall be renewed annually. The provisions of Chapter 110: General Business Licenses shall apply to all home occupations and the renewal of home occupation permit shall be concurrent with business license renewal.

RESPONSE:

FOR STAFF TO COMPLETE:

Date Submitted:

Public Notice:

By:

Approved:

Disapproved:

Date:

License Number:

Receipt Number:

Expiration Date:

§ 153.111 SPECIAL REQUIREMENTS FOR HOME OCCUPATIONS

- A. Such occupations shall be conducted by no more than two resident occupants entirely within either the main dwelling unit or accessory dwelling unit.
- B. The total floor area used for home occupations shall not exceed one-fourth of the total floor area of the main residence or 400 square feet, whichever is less, regardless of where on the parcel such occupation is carried on.
- C. No products shall be sold or stocked for sale other than those produced on the premises. No outdoor storage of material shall be permitted. No vehicle related to the home occupation larger than a three-fourths ton truck nor more than two vehicles related to the home occupation shall be parked on the premises.
- D. There shall be no show window, window display, or sign to attract customers or clients.
- E. Home Occupations shall not require internal or external structural alterations, nor shall construction features or mechanical equipment not customary in dwellings be permitted.
- F. Home occupations shall not result in a change of the character of the dwelling or adversely affect the uses permitted in the residential district.
- G. No equipment or process shall be used in a home occupation which equipment or process creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receiver or causes fluctuations in voltages off the premises.
- H. A home occupation shall not cause an increase in parking demand or a significant increase in pedestrian or vehicular traffic in the vicinity.
- I. A home occupation shall not be conducted on any site unless a permit authorizing the use has been issued by the Town. An application for a home occupation permit shall be filed with the Town. No public hearing shall be required, but the public notice shall be the same as that for public hearings as set forth in §153.963 of the zoning ordinance. A home occupation permit shall be valid for a period of one year and renewed annually. The provisions of Chapter 110: General Business Licenses shall apply to all home occupations and the renewal of home occupation permit shall be concurrent with business license renewal.