



HOME OCCUPATION PERMIT APPLICATION

CITY OF MANTECA, COMMUNITY DEVELOPMENT DEPARTMENT
1001 W. CENTER ST., MANTECA, CA 95337, (209)456-8500
planning@ci.manteca.ca.us

Applicant Info	Property Owner Info
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Home Telephone: _____	Home Telephone: _____
Mobile No.: _____	Mobile No.: _____
E-mail Address: _____	E-mail Address: _____
Fax No.: _____	Fax No.: _____

Business Info
Business Name: _____
Business Hours: Days: _____ Hours: _____
Business Telephone: _____
Description of Business: _____

- Number of persons in the home working for the business: _____
- Will you be receiving any shipments or deliveries of supplies: Yes No
- If yes, how many per day/week: _____
- What kind of deliveries or supplies: _____
- What are the dimensions of the area used for the business: _____
- What will this area used for: _____
- Any remodeling work to be completed for this business: Yes No
- If yes, what tools are required for the repairs: _____
- List the vehicles used for the business (Make/Model): _____
- Signature of Property Owner below if not same as applicant.

I declare under penalty of perjury that all of the information is true and correct. And that I have read and understand Section 17.78 of the Zoning Ordinance "Home Occupations," and agree to comply with the regulations.

Applicant Signature	Print Name	Date
Property Owner Signature	Print Name	Date

OFFICE USE ONLY
Approved: _____ Denied: _____
Planner Signature: _____ Date _____
Assessor's Parcel No. (APN): _____ Application Number: _____

Please initial next to each item that you understand and agree to the Home Occupation Special Standards Chapter 17.78.040 of Title 17, Zoning Ordinance:

A. All home occupations shall continuously meet the following regulations in addition to any conditions imposed by the business license for home occupation issued by the City. Prior to the establishment of any home occupation, the following requirements must be met:

- _____ 1. The residence where the home occupation is located shall be the primary residence for the operator of the home occupation.
- _____ 2. A business license from the City is required for any home occupation consistent with the requirements of this Municipal Code.
- _____ 3. Signs pertaining to home occupations shall comply with the provisions of Chapter [17.54](#) (Signs on Private Property). There shall be no display of products produced by occupants of the dwelling which are visible in any manner from the outside of the dwelling unit.
- _____ 4. One home occupation is allowed at a home where customers may visit the business. Otherwise, there is a limit of one additional home occupation for the residence where no customers may visit the business.
- _____ 5. The home occupation shall not involve sale of merchandise other than that produced on the premises (e.g., artist's originals or products individually made to order), or directly related to and incidental to the services offered. Products which are not produced on the premises may be constructed on-site, using equipment normally found in a residence; however, these products may only be sold off-site at a permitted commercial location.
- _____ 6. The use of the residential dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes.
- _____ 7. No process shall be used which is hazardous to public health, safety, or welfare. The home occupation shall produce no evidence of its existence upon or beyond the premises such as external alterations creating nonresidential or unsightly appearance of a structure, noise, smoke, fumes, odors, light, electrical interference, dust, glare, liquid or solid waste, or vibrations. Noise levels shall comply with the City's Noise Ordinance. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.
- _____ 8. Generally, business visitors and customers of the home occupation are prohibited from visiting the residence. However, this provision does not apply to home occupations of an educational nature, including, but not limited to, tutoring, music instruction, swimming lessons, and art. Such uses are limited to not more than one business visitor per hour and no more than one at any given time.
- _____ 9. There shall be no outside storage of material, equipment, products, or supplies. Hazardous materials may only be stored in amounts below the thresholds as established by the local Fire Department which do not require any special permits or licenses. The home occupation shall dispose of all waste materials or byproducts on a regular, timely basis in conformance with applicable garbage collection, fire protection, and public health regulations.
- _____ 10. The home occupation shall be confined completely within a legal structure and shall not occupy more than one room, or the equivalent of 25 percent of the floor area of a dwelling, whichever is greater, or 200 square feet of a permitted accessory building. No internal or external alterations for the home occupation shall be made to the dwelling unit that are not customarily found in or to serve residents. Conversion or alteration of a portion of the interior of the residence, garage, or accessory structure that does not result in a loss of off-street parking or adversely alter the exterior appearance of the structure may be allowed through approval of appropriate entitlements and issuance of a building permit.
- _____ 11. The home occupations shall not generate deliveries, pedestrian, or vehicular traffic beyond that which is normal in a residential district. No vehicles not normally found or parked for extended periods of time in a residential area shall be located at a home occupation, including, but not limited to, tool trucks, dump trucks, semis, and vehicles for hire (e.g., taxicab, limousine, pedicab).