



City of San Juan Bautista

APPLICATION FOR HOME OCCUPATION PERMIT (HOP)

The purpose of the Home Occupation Permit is to allow activities, including commercial and business activities, that are secondary and incidental to a residential use, and compatible with surrounding residential uses.

The application form must be filled out completely. Both the applicant and the property owner must sign the application form. The application processing fee is non-refundable.

Applicant Name: _____

Applicant Address: _____

Applicant Daytime Phone Number: _____

Applicant email: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Daytime Phone Number: _____

Home Occupation Address: _____

Fully describe the type of business or activity being proposed and how it is going to be conducted (attach pages, if needed)

(description continued)

Check “yes” or “no” to the following statements. Explain all “yes” answers in the business/activity description page(s).

1. Employees who do not live on the premises, or more than two (2) residents who live on the premises, will be involved in the home occupation. yes no
2. There will be fabrication or repair activities. yes no
3. Items will be sold directly from the residence. Yes no
4. Delivery or distribution of goods to or from the premises will be required. yes no
5. Storage of equipment or material will be required. yes no
6. More than two (2) clients/customers/students at any one time; or more than six (6) clients/customers/students per day will be on the premises. yes no
7. A building that is required for parking, will be used for the Home Occupation. yes no
8. The business will be conducted at night between the hours of 8PM and 8AM. yes no
9. Home Occupation activities will be conducted typically outside a building. yes no
10. A sign will be installed to identify the business. yes no
11. The activity is a service-oriented mobile business. yes no
12. The activity will use more than one vehicle 1 ton in size, or a vehicle greater than 1 ton. yes no
13. Storage or use of pesticides, or flammable, explosive or hazardous materials is involved. yes no
14. The activity is:
 - 1)A Catering Operation, as defined in California Health & Safety Code (H&SC) Section 113739.1.; and/or
 - 2) A Cottage Food Operation, as defined in H&SC Section 113758. yes no
15. The activity is a Micro Economic Home Kitchen Operation (MEHKO) under California Retail Food Code (CRFC) H&SC Chapter 11.6. yes no

Owner Authorization: I hereby authorize the applicant referenced to submit an application for Home Occupation Permit described herein:

Property Owner Print Name: _____

Property Owner Signature

Date

Applicant Certification: *I hereby certify that the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge. I acknowledge that incorrect, misleading or incomplete information, or operation of the Home Occupation in a manner in conflict with issued Home Occupation Permit may result in revocation of the Home Occupation Permit and other remedies prescribed in the San Juan Bautista Municipal Code.*

Applicant's Signature Date: _____ Date: _____

Note Regarding Appeals:

Pursuant to SJBMC Section 11-25-070, any aggrieved person may file a written appeal to the Planning Commission of the decision of the City must be filed, and related fees paid, within ten (10) days of the date of determination.

Note Regarding Home Occupation Permit Violations:

Pursuant to SJBMC Section 11-28-010, failure to obtain a Home Occupation Permit or Conditional Use Permit when required, to operate a Home Occupation in a manner inconsistent with San Juan Bautista Municipal Code Chapter 11-07 is a public offense wherein infractions are enforced and punishable in the manner prescribed by the San Juan Bautista Municipal Code, the Penal Code, and the Government Code of the State of California.

BELOW FOR OFFICIAL USE ONLY

- The proposed Home Occupation described in this application complies with standards for Permitted Uses contained in SJBMC 11-07-040 and is hereby approved.
- The proposed Home Occupation requires a Conditional Use Permit in accordance with SJBMC 11-07-060. The Home Occupation described in the application shall not be in operation until a Conditional Use Permit is obtained from the Planning Commission and a Business License is issued.
- The proposed Home Occupation, as described, is a prohibited activity pursuant to SJBMC 11-07-050 and is hereby denied.

Authority Signature Date

Fees Paid:
Business License No. _____ Fee _____ Date _____ Initial _____

Home Occupation Permit File No. _____ Fee _____ Date _____ Initial _____

Ref. Conditional Use Permit No. _____