



## **Instructions for Completing the Home Occupation Permit (HOP) Application**

The following items are **REQUIRED** for a complete application.

- Completed Application that includes all required and properly notarized signatures.
- \$90.00 application fee (\$115.00 if police clearance is required).

### **SIGNATURE NOTARIZATION REQUIREMENTS**

- If applicant owns the property, the applicant must provide a current California Driver's License or California I.D., and must sign the permit prior to the permit being issued.
- If the applicant is not the property owner, in addition to the applicant's signature, the property owner must sign the permit and their signature NOTARIZED prior to issuing the permit.
- If the property owner is out of state, or is an LLC or similar corporation, the City will accept a letter from the property owner that specifically grants authority to the property manager to sign the HOP. The signature of the property owner or properly delegated officer of the LLC or other corporation must be NOTARIZED on this letter. The property manager can then sign the application on behalf of the property owner and their signature needs to be NOTARIZED. The applicant must also sign the permit prior to issuance of the permit.

**NOTE:** The Development Services Director may require additional information, materials, or plans, if necessary.

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# HOME OCCUPATION PERMIT APPLICATION

Note: Information provided on this application is considered public record and will be released upon request by any member of the public.

Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Applicant is the **OWNER** or **RENTER\*** of the above-mentioned property.

If Renter, Name of Property Owner: \_\_\_\_\_

**\*NOTE:** If applicant is the renter, the Consent of Owner portion must be signed by the property owner, and their signature must be notarized.

**Home Occupations must comply with all of the conditions set forth in §9-5-210 of the Turlock Municipal Code, including the conditions noted below.**

- (1) This permit is only valid for the address listed on this application. If you move to a different location a new Home Occupation Permit is required.
- (2) Such occupation shall be conducted entirely within the residential dwelling or approved accessory structure that complies with Section 101 of Chapter 2 of Title 9 of the Turlock Municipal Code [Section 9-2-101: Accessory Buildings or Structures]. **There shall be no outside activity, storage, or display.**
- (3) The floor area used for such occupation or profession shall not exceed 400 square feet in any case.
- (4) The proposed occupation shall clearly be incidental and secondary to the residential use of the dwelling, and shall not change the residential character of the dwelling.
- (5) There shall be no show window, window display or exterior display to attract customers, clients, or the general public. There shall be no exterior sign, except a professional occupation sign announcing the name and home occupation.
- (6) No external alterations of residential dwellings, for the purpose of drawing attention to the business, or in association with the operation of the business, shall be permitted.
- (7) Operation of the business shall not generate vehicular traffic that is not normally associated with residential or agricultural uses.
  - (i) Deliveries to the home occupation shall be limited to no more than two (2) deliveries per day. No delivery shall be by vehicles larger than a typical delivery van (Fed Ex, UPS, etc.)
  - (ii) No more than one (1) standard pick up or van, and one (1) utility trailer, as defined and in accordance with the Turlock Municipal Code, Section 9-2-114, specifically designated to be used for the home occupation shall park at the subject residence at any time.
  - (iii) Must comply with Turlock Municipal Code, Section 4-7-1008 concerning the parking of commercial vehicles in residential districts.
  - (iv) In the event outside persons are employed to perform functions of this business away from the premises, parking or storage of employees' vehicles in the neighborhood is prohibited.
  - (v) At least one (1) on-site parking space shall be provided for customers to the business. For the purposes of this Section only, parking in a driveway shall meet the definition of a parking space.
- (8) Such occupation or profession shall be conducted by the residents of the premises.
- (9) The proposed home occupation business shall be limited to no more than two (2) customers at a time and no more than six (6) customers per day, arriving no earlier than 7:00 a.m. and leaving no later than 7:00 p.m.
- (10) Storage of goods that are not produced on the premises shall be limited to 100 cubic feet (approximately the size of a typical residential bedroom closet).
- (11) The proposed occupation shall only involve the use of power-driven equipment or chemicals normally incidental to the residential use.
- (12) The applicant shall not list the residence address in any form of advertising for the business, profession or service approved herein, including but not limited to telephone directories, newspapers, radio, television, online, fliers, mailings, or any other distribution method that is intended to notify, promote, or market the business, its products or its services to the public or other businesses.

- (13)The proposed occupation shall not create a nuisance by reason of noise, odor, dust, vibration, fumes, smoke, electrical interference, or other causes.
- (14)Any other conditions that the Development Services Director, or designee, deem necessary to protect the health, safety, and welfare of the residents in the surrounding neighborhood.
- (15)In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails on every issue in the enforcement proceeding.
- (16)Business operations conducted at this residence shall comply with all local, state, and federal laws and regulations, including, but not limited to, building, fire, and ADA accessibility requirements.

(17) \_\_\_\_\_  
 \_\_\_\_\_

I have read and understand the conditions of this Home Occupation Permit and agree to them. In addition to this permit a business license is also required. I will contact the Finance Department to obtain a business license.  
***Your signature below acknowledges understanding of all requirements.***

\_\_\_\_\_ (Signature of Applicant) \_\_\_\_\_ (Date)



**PLEASE COMPLETE THIS SECTION IF PROPERTY OWNER IS DIFFERENT THAN APPLICANT**

**CONSENT OF OWNER**

**Address of Home Occupation:** \_\_\_\_\_

**City/State of Home Occupation:** \_\_\_\_\_

**Name of Property Owner:** \_\_\_\_\_

I am the owner of the property noted above, and am familiar with the Home Occupation proposed by the applicant. I hereby give my consent to the applicant to conduct the proposed Home Occupation on my property and agree to the conditions listed above.

\_\_\_\_\_ Date

\_\_\_\_\_ Phone

NOTE: Property owner signature MUST be notarized. Please attach the appropriate notarial certificate.