

**COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING DIVISION**

**HOME OCCUPATION APPLICATION**

**City of Gilroy**

7351 Rosanna Street  
Gilroy, CA 95020  
(408) 846-0440

File No. **HO** \_\_\_\_\_ Project # \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Name of business: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Address: \_\_\_\_\_ Cross Street: \_\_\_\_\_

A. Describe the proposed home occupation, if you are an internet sales, describe what type of products you sell.

\_\_\_\_\_

B. Zoning designation: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

C. What alterations to the site or buildings are needed for the proposed use:

- none
- room addition
- garage conversion
- storage shed

Other: \_\_\_\_\_

D. Describe all items/equipment to be stored at the residence necessary for the proposed home occupation:

- phone
- fax
- mail
- computer
- files
- studio

tools - list: \_\_\_\_\_

other - list: \_\_\_\_\_

E. How do you intend to advertise your business?

\_\_\_\_\_  
\_\_\_\_\_

**Any professional or business activity permitted as a home occupation, must meet all of the following criteria to be permitted as a home occupation in a dwelling unit:**

- (a) Only the residents occupying the dwelling unit and one employee may engage in a home occupation. If there is an employee, that employee **MUST** be parked in the driveway of the home or on a paved **ON-SITE** parking space.
- (b) A home occupation shall be confined to, and carried on exclusively within, the main building of the dwelling unit, not within an accessory building.
- (c) There shall be no change in the outside appearance of the building premises, or any visible evidence of the conduct of such home occupation or any construction feature or alteration not of a residential character.

- (d) There shall be no show windows, window displays or advertising on signs, structures or vehicles on or near the site designed to attract customers, clients or the general public to the premises.
- (e) There shall be no conduct of a business or office open to the public.
- (f) No materials shall be transported to or from the premises in a commercial vehicle.
- (g) There shall be no generation of pedestrian or vehicular traffic beyond that normal to the district.
- (h) No products shall be sold on the premises except artist's originals or products individually made to order on the premises.
- (i) No materials, supplies or equipment shall be stored out-of-doors or in any required garage space.
- (j) There shall be no operational characteristic or effect, including color, lighting, noise, vibration, electrical disturbance, smoke or odor discernable at the exterior boundaries of the building site, which would identify the premises as serving a nonresidential purpose.
- (k) A home occupation shall be limited to having only two (2) clients, patients, or pupils present on the premises at any time.
- (l) Additional conditions:

Any use of occupation which does not meet the criteria set forth in Section 40.20 of this Ordinance may be permitted in a residential zone only in accordance with a conditional use permit which may be issued by the Planning Commission.

***Hazardous materials, chemicals, or hazardous wastes are restricted to those materials in concentration, packaging and type that are consumer products. Quantities are limited to the amounts allowed by the Uniform Fire Code. No discharge of chemicals, hazardous materials, or non-domestic wastewater shall be allowed into the sanitary sewer or storm drain from the home occupation. Inspections may be required to determine if an application is in conformance with these requirements.***

**The following uses are prohibited as home occupations:**

- (a) Animal hospitals, or the harboring, training, raising or treatment of animals or birds for commercial purposes.
- (b) The repair or reconditioning on the residential site for commercial purposes of motor vehicles or equipment, boats, or recreational vehicles, or display for sale of any vehicle.
- (c) Beauty parlors, barber shops.
- (d) Medical, dental or chiropractic clinics or hospitals.
- (e) Uses which entail food handling, processing or packing.
- (f) The use, handling or storage of hazardous materials or chemicals, except those materials in concentration, packaging, and type that are consumer products and kept in typical household amounts.
- (g) Any generation of hazardous waste material.
- (h) The discharge of non-domestic wastewaters into the sanitary sewer or storm drain at the residence. This includes commercial food preparation and dish cleaning.

**Home Occupation Appeal.....\$2500.00**

**I agree to follow the above criteria and I understand that my home occupation permit is immediately null and void if there is a violation of any of the criteria requirements.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

If you have any questions during the processing of this application, please contact the City of Gilroy, Planning Division at (408) 846-0440.

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**IF YOU REQUIRE ACCOMMODATIONS OR ASSISTANCE TO COMPLETE THIS APPLICATION PROCESS, DUE TO**

**A DISABILITY AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT, PLEASE DESCRIBE THE ACCOMMODATIONS YOU NEED:** \_\_\_\_\_

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DEPARTMENT OF COMMUNITY DEVELOPMENT - PLANNING DIVISION

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_