



City of Ridgecrest - Planning

100 W. California Ave  
Ridgecrest, CA 93555  
760 499-5063 Office  
760 499-1580 Fax

HOC# \_\_\_\_\_

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

Business Address \_\_\_\_\_

## HOME OCCUPATION PERMIT APPLICATION

Applicant's Name (print) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Property Owner's Address \_\_\_\_\_

Property description (Assessor's Parcel Number, Parcel Map Number and Lot, Tract Number and Lot, or other acceptable property description) \_\_\_\_\_

I (we), the undersigned hereby certify that I am (we are) the owners of the above described property or that I am the authorized agent of the owner. Executed under penalty of perjury this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

I have received the following information from the City of Ridgecrest Community Development Department to file an application for a Home Occupation Permit.

1. A description of the Home Occupation application procedure and conditions under which a Home Occupation can be operated (Section 20-3.22 of the Municipal Code)
2. I have been notified that the most significant condition under which a Home Occupation can operate is that the location of the Home Occupation must be my primary residence. I understand that I may be required to provide proof of residency with voter registration, tax statements, driver's license, or other acceptable verification.
3. I have been notified that if my Home Occupation allows the presence of clients in my home I shall be required to comply with ADA (American Disability Act) accessibility requirements. Verification that I have met these requirements shall be made by the City of Ridgecrest Building Department.

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

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

- I hereby certify that I will not violate any of the above provisions or conditions of approval of my Home Occupation Permit, knowing well that if such violation occurs my permit may be revoked by City Council.
- I have read and understand the attached Municipal Zoning for Home Occupation Permits Code 20-3.22

\_\_\_\_ Please initial

If you have any questions regarding this application please contact the Community Development Department at (760) 499-5063 or 499-5071

**HOME OCCUPATION INFORMATION**

1. Days per week of operation: \_\_\_\_\_
2. Hours per day of operation: \_\_\_\_\_
3. Number of deliveries of goods or materials to your home per week: \_\_\_\_\_
4. Number of customer visits to your home per week: \_\_\_\_\_
5. Machinery, equipment and tools used: \_\_\_\_\_  
\_\_\_\_\_
6. Materials stored and used: \_\_\_\_\_  
\_\_\_\_\_
7. Vehicles and trailers used (number and type): \_\_\_\_\_  
\_\_\_\_\_
8. How will you advertise your service or product: \_\_\_\_\_  
\_\_\_\_\_

Briefly state the type of business or vocation you wish to operate at your home; the method of sales (if goods are to be rented or sold); the use of any machinery or specialized tools or equipment, any methods of manufacture or assembly used, and where in your home you will operate your business or vocation.

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

**PROJECT JUSTIFICATION:**

If your business or vocation involves any assembly, manufacturing, use of specialized equipment/machinery/electrical devices or any customer or delivery visits to your home, briefly describe how you will avoid offending your neighbors by the violation of the provisions provided for in the Municipal Code.

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

Planning Department Use			
<b>Home Occupation Permit Fee</b>	<b>\$75.00</b>	Date	Receipt #
Staff Approval:		Ck#	Cash
Present Zoning			
General Plan Designation			

## **Municipal Zoning Code 20-3.22 HOME OCCUPATIONS**

20-3.22 Home Occupations: The applicant for a home occupation permit shall attest to and acknowledge that they will not violate the following criteria: All application shall be accompanied by the appropriate fee as set by the City Council. Applications shall be processed and approved or denied by the Planning Department.

- a. The home occupation shall not involve the use of signs or accessory structures, other than those permitted in the R Districts.
- b. The residence address will not be used for advertising purposes of any kind, nor shall any other residence address be used for advertising purposes in connection with the home occupation.
- c. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises other than one vehicle not to exceed one ton gross capacity, owned by the operator of such home occupation. Home occupation materials including stock, wares, goods, samples or equipment, carried in or on the vehicle shall be concealed in such vehicle or within the main structure so as not to be visible from the street, sidewalk or alley when such vehicle is parked at such residence.
- d. Retail sales at the residence and services performed at the residence for persons who have come to the residence for such services shall be limited to no more traffic than that normally occasioned by a residential use. Customers, clients, or prospective customers or clients may be invited to the residence for the purpose of purchasing or obtaining or considering the purchasing or obtaining of merchandise, wares, goods, equipment or service, subject to the above limitation.
- e. No noise, pedestrian or vehicular traffic or activity which constitutes a nuisance or disturbance of the peace of any person shall be produced or made at the residence in connection with the home occupation.
- f. In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving a nonresidential use (either by color, materials, or construction, lighting, signs, sounds or noise, vibrations, etc.)
- g. Any stock, wares, goods, materials, samples, merchandise or equipment stored on the premises shall be entirely within the building and not visible from the street, sidewalk or alley and shall not interfere with the residential use or endanger any person.
- h. No employees, salesmen, or other help, including independent contractors, partners or joint ventures hired, engaged, or retained by the permittee, other than members of the immediate or resident family, shall perform any work at the premises or go to or upon the premise in conjunction with the home occupation.
- i. Home Occupation permits shall not be used for the following businesses or for the following vocations:
  - Hairdresser, barber or other tonsorial pursuits;
  - Any vocation or business involving the preparation or sale of food or food products;
  - Any vocation or business involving machinery which cannot be stored or operated in the room allowed for use of the home occupation or concealed in the vehicle of not over one-ton capacity;
  - Automotive, vehicular, or motorcycle repair or engine repair, body and fender repair and auto painting.
- j. Home occupations are intended to be small businesses or vocations with limited hours of operation. Whenever practical for the operation of any proposed use, a condition of approval shall prohibit operation of all or certain aspects of the use between 9:00 p.m. and 8:00 a.m.
- k. Home occupation permits shall not be transferable to other individuals. The permittee shall notify the City in writing at least ten days before the home occupation permit is transferred to a new location. The permit shall be transferred when the home occupancy is relocated if the permittee provides the required notice and the Planning Director finds the occupation compatible with the new location.

The granting of such home occupation permit is conditioned on the faithful compliance with all the regulations set forth herein and does not relieve the permittee from complying with applicable State and City laws for health and safety. The City Council is empowered to revoke the home occupation permit upon reasonable notice to the permittee and upon a hearing when the Planning Director reports any persistent violations of any such regulations.