



HOME OCCUPIED BUSINESS LICENSE PART II

835 East 14th Street, San Leandro, CA 94577 FINANCE: (510) 577-3392, ZONING: (510) 577-3325



MUST BE SUBMITTED IN PERSON FOR APPROVAL

Business Name

Business Name input field

Property Address (Cannot be PO Box)

Property Address input field with City, State, Zip labels

1. No one other than a resident of the dwelling shall be employed on site or report to work at the site in the conduct of a home occupation. This prohibition also applies to independent contractors.

How many employees or assistants, incl. yourself, are residents of the premises? [input]

How many employees or assistants will report to a job site elsewhere? [input]

2. There shall be no interior or exterior activity related to the home occupation inconsistent with or interfering with residential use of the property or detrimental to property in the vicinity.

3. A home occupation shall be conducted entirely within a building and shall occupy no more than the lesser of 500 square feet or 25 percent of the floor area. No outdoor storage of materials or supplies shall be permitted in conjunction with the home occupation.

Room(s) used for the home occupation (e.g. Bedroom) [input]

Total square footage of the above room(s) [input]

4. The existence of a home occupation shall not be apparent beyond the boundaries of the site, and no home occupation shall involve the use of a sign.

5. No advertising of the home occupation (including business cards) shall include the applicant's address.

Methods of advertising or soliciting of your business: [input]

6. A home occupation shall comply with the performance standards prescribed by Section 4-1670, provided that no noise shall be perceptible at or beyond the property line.

7. A home occupation shall not create pedestrian, automobile, or truck traffic detrimental to property in the vicinity. All deliveries of materials related to a home occupation shall be by the U.S. Postal Service or similar carrier, or by means of vehicles customarily kept on the site by the permit holder or family members.

8. A home occupation shall not result in a reduction or elimination of any required parking space.

9. Any vehicle or vehicles used by the applicant in conjunction with the home occupation or with any related business activity shall be parked in a manner so as not to be visible from a public street. This limitation shall not apply to standard passenger vehicles or trucks and vans of 3/4-ton or less in size, so long as no advertising of the home occupation or any related business activity (except as required by law) is displayed in or upon such vehicles.

Will the home occupation involve any motor vehicles or equipment that occupy a parking space on the property? [input] No [input] Yes

Vehicle/Equipment Type:

Parking Location:

Purpose:

OFFICIAL USE ONLY

Confirmation # / BL #

APN #

Zoning District

Home Occupation #

PLANNING

Circle: APPROVED / DENIED

By:

Date:

STAFF CONDITIONS

Staff Conditions input fields

PROPERTY OWNER / PROPERTY MANAGEMENT

Name [input] [input] Property Owner

Address [input] [input] Property Management

City [input]

State, Zip [input] Phone # [input]

Signature of Property Owner or Authorized Property Manager [input]

Date [input]

CERTIFICATION & ACKNOWLEDGMENT

I (We) have read and understand the requirements of a Home Occupation as outlined in Section 2-514 of the City of San Leandro Zoning Code. I (We) understand that operating a home occupation that is not in compliance with Section 2-514 shall be grounds for revocation of the permit. I (We) also understand that this approval may not be transferred to another person or address unless a new application is filed and approved. I declare under penalty of perjury that the statements made in this application are true. I further agree that business shall be conducted in accordance with the San Leandro Municipal Code. I understand that the filing of this application and payment of fees does not entitle me to commence or carry on any business in the City of San Leandro until said Business License is approved and issued. Upon issuance of a Business License, it shall be my responsibility to renew the license annually by January 31st.

Signature of Business Owner or Authorized Representative [input] Date [input]

Print Name [input] Phone # [input]