



HOME OCCUPATION REGISTRATION FORM

Planning & Building
2263 Santa Clara Ave., Rm. 190
Alameda, CA 94501-4477
510.747.6805 • TDD: 510.522.7538 • alamedaca.gov
Hours: 7:30 a.m.–3:30 p.m., M–Th

ONE-TIME FILING FEE: \$187.70 (EFFECTIVE 5/20/2019 THROUGH 6/30/2020)

Alameda Municipal Code 30-2 & 30-4 requires a Home Occupation Registration for all businesses that are conducted from a residence. The registration must be completed prior to the Business License application. The Home Occupation Registration is valid for the life of the business at the registered address and includes a one-time processing fee. Please note that a change of location or a change in the type of business will require a new Home Occupation Registration. Applications may be mailed to the Permit Center at City Hall, 2263 Santa Clara Avenue, Room 190, along with a check made payable to the *City of Alameda*. An online application is also available at <http://aca.accela.com/alameda>

Applicant/Property Owner Information

1. Address of Home Occupation: _____
2. Applicant Name: _____
Address: _____
Phone: _____ Email: _____
3. Property Owner Name (if different): _____
Address: _____ Phone: _____

Business Type and Activity

4. Name of Business: _____
5. Description of Business: _____
6. Describe materials and equipment that will be used, activities involved, and methods of operation:

7. Approximately how much floor area will the Home Occupation consume? (May not exceed 50% of floor space on one floor)
_____ square feet
8. Garages provide required parking and may not be converted into home offices. If your business involves the use of a garage or accessory building, a separate Use Permit application and public hearing will be required. Will the Home Occupation use any yard area or any accessory building/garage?
 No Yes If Yes: separate Use Permit application required
9. Will any commercial vehicles be used?
 No Yes If yes, where will the vehicles be garaged? _____
10. Approximately how much pedestrian, automobile or truck traffic will be created per week? (No more than six (6) customers may be allowed onsite at any one time)

Pedestrians: _____ Trucks: _____ Automobiles: _____

Requirement for Review of Home Occupations

Section 30-4.1 Excerpt from Ordinance No. 1277, N.S. City of Alameda Development Regulations: *Upon the approval of the Planning Director, a Registration of Home Occupation form shall be completed and filed with the Planning Department. Any property owner aggrieved by the approval or non-approval of the Planning Director shall have the right to appeal such action to the City Planning Board in the manner and within the time limits set forth in Section 30-25 of this code. Nothing contained herein shall be deemed to deny the right of appeal under Section 30-25 following the determination of the City Planning Board. (Amended by Ordinance No. 1310, N.S.)*

Section 30-2. Excerpt from Ordinance No. 1277, N.S. City of Alameda Development Regulations: *Home Occupation: Any use customarily carried on within a dwelling, rear or side yard areas, or accessory buildings, by the inhabitants thereof, and which use is incidental to the residential use of the dwelling and complies with the following standards:*

- a. *Is confined within the dwelling, and occupies not more than 50% of the floor space on one floor; or, upon obtaining a Use Permit, in the rear or side yard, or accessory buildings thereof.* **Applicant Initials** _____
- b. *Involves no sales or storage of merchandise other than that produced on the premises, and/or directly related to and incidental to the services offered.* **Applicant Initials** _____
- c. *Is carried on by the members of the household occupying the dwelling with no more than one (1) persons employed.* **Applicant Initials** _____
- d. *Produces no evidence of its existence beyond the premises, such as noise, smoke, odors, vibrations, etc.* **Applicant Initials** _____
- e. *That the conduct of the home occupation shall not create excessive pedestrian, automobile or truck traffic in the vicinity, and that the parking of commercial vehicles incidental to the home occupation shall be permitted upon the premises only in enclosed structures.* **Applicant Initials** _____

Attestation: I attest under penalty of perjury that I currently reside at the residence stated on this Home Occupation Permit application. I further attest that I have the consent of the property owner(s) to apply for this Home Occupation Permit. I have read Section 30-4.1 b and 30-2 of Ordinance No. 1277 N.S. above and I agree to abide by the standards governing home occupations in the City of Alameda. Further, I certify that I have read this application form and that information in this application and all the exhibits are complete, true and correct. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representation, or for the seeking of such other and further relief as may seem proper to the City of Alameda.

X

 Applicant Signature

FOR OFFICE USE ONLY

Home Occupation Application No.: _____

Zoning District: _____

General Plan Designation: _____

Approved

Use Permit Required

Denied: _____

Use Permit Number: _____

Planner: _____

Date: _____