

# City of Sonoma

Planning and Community  
Development  
No. 1 The Plaza  
Sonoma, CA 95476



# Home Occupation Permit

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## SECTION 1: Business Information.

APPLICANT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

Business License Number (Required): \_\_\_\_\_

BRIEFLY DESCRIBE THE BUSINESS ACTIVITIES AND LOCATION IN RESIDENCE:

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

FLOOR AREA OF RESIDENCE (excluding garages):	FLOOR AREA UTILIZED FOR BUSINESS ACTIVITIES:

DOES THIS HOME OCCUPATION UTILIZE EMPLOYEES OTHER THAN RESIDENTS?  YES  NO

DO ACTIVITIES OCCUR WITHIN A GARAGE OR ACCESSORY STRUCTURE?  YES  NO

WILL ACTIVITIES OCCUPY ANY SPACE CURRENTLY DESIGNATED AS PARKING?  YES  NO

HOW MANY VISITORS (NON-RESIDENTS) WILL BE ONSITE DAILY? \_\_\_\_\_

I AM THE PROPERTY OWNER: (If "No," complete Section 2.)  YES  NO

## SECTION 2: Property Owner Certification.

I, the property owner or property manager of the address listed above, certify under penalty of perjury, that the facts and information contained within this Home Occupation Permit application are accurate to the best of my knowledge. The applicant designated in this application is authorized to submit this application to the City of Sonoma.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**SECTION 3: Business Owner Certification.**

Your Home Occupation Permit, if approved, will be subject to the following Conditions of Approval (Sonoma Municipal Code 19.50.040):

1. **Main Residence.** The location of the business shall be the main residence of the person(s) conducting the business and shall be clearly incidental and secondary to the use of the property for residential purposes.
2. **Outdoor Storage Prohibited.** Storage shall not occur out-of-doors, within a carport, or within an accessory structure.
3. **Exterior Appearance.**
  - a. There shall be no exterior indication of the home occupation activity from the adjoining public rights-of-way or from surrounding properties; and
  - b. The home occupation shall not be an impairment to the residential appearance of the facility within which the home occupation is conducted.
4. **Alterations Prohibited.** The Home Occupation shall not require any alteration(s) or modification(s) to the dwelling incompatible with residential use or that would change its occupancy classification in compliance with the City’s adopted Uniform Building Code.
5. **Displays or Signs Prohibited.** The Home Occupation shall not display window or advertising sign(s), merchandise, products, or stock in trade, or other identification of the home occupation on the premises. One name plate, not exceeding one square foot in total area, may be allowed by the city planner.
6. **Equipment.** Mechanical or electrical equipment shall not be installed or maintained other than that which is compatible with domestic residential use.
7. **Articles Offered for Sale.** Articles offered for sale shall be limited to those produced on the premises.
8. **Only One Vehicle.** Only one vehicle, with a capacity not exceeding one ton, may be used by the occupant directly or indirectly in connection with a Home Occupation.
9. **Fire Safety.** Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises.
10. **Nuisances.** The home occupation shall not cause or create offensive or objectionable levels of hazards or nuisances (e.g., cold, dirt, dust, electrical interference, fumes, heat, humidity, gas, glare, light, noise, odor, smoke, solid waste, toxic/hazardous materials, vibration, etc.), in excess of that customarily associated with similar residential uses.
11. **Traffic Generation.** The home occupation shall not generate additional pedestrian or vehicular traffic substantially greater than that normally associated with residential uses in the surrounding area.
12. **Allowable Deliveries.** The Home Occupation may receive up to two deliveries each day.
13. **Maximum Hours of Operation.** The Home Occupation shall not be conducted between the hours of 10:00 p.m. and 7:00 a.m. (except for child day care facilities).
14. **Required Parking.** The Home Occupation shall not impair the use of a garage from providing required parking.

PLEASE NOTE: ALL HOME OCCUPATIONS THAT SERVE THE PUBLIC ARE REQUIRED TO PROVIDE DISABLED ACCESS. CHECK WITH THE CITY’S BUILDING OFFICAL FOR MORE INFORMATION.

I Agree and Certify:

1. I have reviewed Sonoma Municipal Code section 19.50.040; and
2. My business qualifies as a Home Occupation as therein defined; and
3. I shall operate the Home Occupation in compliance with Sonoma Municipal Code 19.50.040 and the Conditions of Approval above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_