



**CITY OF REEDLEY
 COMMUNITY DEVELOPMENT DEPARTMENT
 1733 NINTH STREET
 REEDLEY, CA 93654
 (559) 637-4200, EXT. 222**

HOME OCCUPATION PERMIT APPLICATION NO. _____
Filing Fee: \$ _____ (Non-refundable)

Date received: _____ Received by: _____

THIS APPLICATION MUST BE COMPLETE AND FILED WITH THE REQUIRED FEE PRIOR TO ACCEPTANCE FOR PROCESSING.

NOTE: A Business License is required by the City of Reedley for operating a business within the City. After obtaining a Home Occupation Permit, it will be necessary for you to obtain a business license from the Finance Department before you may operate your business in your home. You may file for the Business License when and if your Home Occupation Permit is approved.

PROPERTY INFORMATION:

Assessor Parcel Number(s) _____

Existing Zoning: _____

Existing structure(s) on property: _____

Nature of HOME OCCUPATION in which I propose to engage (please be specific):

I hereby acknowledge that I understand the attached home occupation criteria and that any violation may result in revocation of this permit. I further acknowledge that I will strictly adhere to all the criteria in the conduct of my home occupation. I also understand that the filing of this application with the City of Reedley does not guarantee issuance of a home occupation permit.

 Signature of Applicant

Name: _____

Address: _____

City: _____ State/Zip Code: _____

Phone: _____

 Signature of Property Owner

Name: _____

Address: _____

City: _____ State/Zip Code: _____

Phone: _____

PROCEDURE FOR HOME OCCUPATION APPLICATION

Preliminary Review: Each applicant for a home occupation shall review the list of criteria for home occupations and prohibited uses available from the Community Development Department. If the criteria are satisfied, a formal application for a home occupation permit may be filed.

Application Submittal: Upon a determination that the home occupation is permitted, an application form shall be completed. This must contain the signature of the property owner, as well as the applicants indicating they will comply with the established criteria and any conditions that may be required. The application must be accompanied by the required application fee.

Notification of Area Residents: Upon receipt of the application and fee, the Community Development Department will notify all property owners adjacent to the property which is the subject of the intended home occupation. The notice will identify the type of business proposed and the criteria that must be satisfied. The notice will also invite residents to respond within 10 days identifying any concerns.

Issuance of Permit: At the conclusion of the 10-day period, a home occupation permit may be issued by the Community Development Director if there have been no objections received from adjacent property owners. Conditions may be attached to the permit to ensure conformity with home occupation standards. A home occupation permit may be denied if the proposed does not conform to the City's home occupation standards. The Finance Department will be advised of the issuance of all home occupation permits. Action taken regarding an application may be appealed to the Planning Commission. Information on appeal procedures may be obtained from the Community Development Department.

In the event of an objection to the application, the home occupation shall be processed as an application for a conditional use permit application, and the applicant shall be required to pay such additional fees as necessary.



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CITY OF REEDLEY MUNICIPAL CODE, TITLE 10, CHAPTER 13

10-13-1: HOME OCCUPATIONS:

In accordance with section [10-2-3](#) of this title, "home occupations" are defined as the conduct of an art or profession, the offering of a service or the conduct of a business, or the handicraft manufacture of products within a dwelling in a residential district, which use is clearly incidental and secondary to the use of the structure for dwelling purposes and which does not change the character thereof, in accordance with the regulations prescribed in this chapter.

- A. Procedure: "Home occupations" as defined in this section and in section [10-2-3](#) of this title shall be permitted only in accordance with the regulations prescribed in [chapter 17](#) of this title and this section.
- B. Uses Permitted: The following uses are permitted as home occupations:
1. Consultive professional occupations, whose function is one of rendering a service and does not involve the dispensing of goods or products.
 2. Secondary business offices, where said business has its principal office, staff and equipment located elsewhere.
 3. An office for labor contracting and for labor transportation services.
 4. Mail order businesses, when all sales are done by written order with no commodities or displays or exchange of goods on the premises.
 5. Drafting and designing services.
 6. Clothes making and repair services.
 7. Handicrafts such as weaving, leather work, jewelry, and other arts and crafts.
 8. The giving of music lessons and similar occupations.
 9. Offices for newly established service commercial businesses where said services are performed off site, not to exceed a two (2) year period commencing on the date that the home occupation permit is issued by the community development director, and in compliance with the policies contained in subsection D of this section. Extension(s) of said two (2) year period may be approved by the community development director, provided the community development director determines that the home occupation is being conducted in compliance with the standards contained in this section, further provided there is no protest or objection filed under subsections E and F of this section, and subject to the provisions of subsections E and F of this section.
- C. Uses Prohibited: The following uses are expressly prohibited as home occupations:
1. The repair, reconditioning, servicing or manufacture of any internal combustion or diesel engine or of any motor vehicle, including, but not limited to, automobiles, trucks, motorcycles or boats.
 2. Repair, fix it or plumbing shops.
 3. Beauty parlors or barbershops.
 4. Healing arts.
 5. Uses which entail the commercial harboring or grooming of dogs or other pets and animals.
 6. Uses which entail food handling, processing, or packaging, other than specialized minor cooking or baking.
 7. Sale of furniture, appliances and other bulky merchandise which involves on site storage and sales.
 8. Spiritual advisory services (fortunetelling).
- D. Standards: Before approving an application for a home occupation in accordance with the provisions of [chapter 17](#) of this title and this section, the community development director shall determine that the proposed home occupation will comply with the following standards:
1. A home occupation within a dwelling unit shall be clearly incidental to the use of the structure as a dwelling.

2. A home occupation shall not be conducted in any accessory structure, other than a garage, and there shall be no storage of equipment or supplies in any accessory structure, other than a garage, or outside the dwelling, provided that any required off street parking space is maintained.
3. No one other than a resident of the dwelling shall be employed in the conduct of a home occupation.
4. Sale of goods shall be limited to the products of the home occupation, and no other merchandise or goods shall be sold, kept or displayed for the purpose of sale on the premises.
5. A home occupation may involve the performance of business and professional services in which goods, wares and merchandise are not commercially created, sold or exchanged.
6. A home occupation may not involve the performance of any repair services on the premises.
7. A home occupation shall not involve the use of any material or mechanical equipment not recognized as being part of normal household or hobby uses.
8. No motor power other than electrically operated motors shall be used in connection with a home occupation.
9. A home occupation shall not create any radio or television interference or noise audible beyond the walls of the dwelling.
10. The building shall maintain the appearance of a single-family dwelling at all times. Window displays of products produced on the premises shall not be allowed.
11. The existence of a home occupation shall not be apparent beyond the boundaries of the site.
12. Not more than one vehicle used in connection with the home occupation shall be kept on the site. Vehicles used in conjunction with a home occupation shall comply with the provisions of subsection [6-2-5A](#) of this code.
13. The number of customers of a home occupation who must travel to the site of the home occupation shall not exceed four (4) persons per day.
14. Any advertisement of the home occupation shall not include the residential address. A post office box and/or telephone number only is acceptable.
15. No use identified in the commercial zoning districts shall be permitted as a home occupation unless it conforms to the home occupation definition and policies described herein.
16. A home occupation shall not be permitted until an application for a home occupation permit shall be made to and approved by the community development director.
17. A business license shall be obtained for the home occupation and maintained at all times during its operation.

Upon approval of a permit for a home occupation, the community development director shall attach the above standards to the notice of approval as conditions which must, in all cases, be met by the applicant. Additional requirements or conditions may be added as deemed necessary by the community development director to maintain the integrity of the residential neighborhood in which the home occupation is proposed. (Ord. 94-003, 2-22-1994)

- E. Notification of Adjacent Property Owners: Upon receipt of an initial or renewal application and fee, the community development director shall mail a notice of the proposed home occupation to the owners of all properties, as shown on the latest equalized assessment roll, located adjacent to the property which is the subject of the home occupation request. Such notice shall identify the type of business proposed and the criteria that must be complied with. The notice shall also invite residents to respond to the proposed use or renewal within ten (10) days of the date of the notice.
- F. Issuance of Home Occupation Permit: At the conclusion of the ten (10) day period, a home occupation permit may be issued or renewed by the community development director if there have been no objections from adjacent property owners. The director shall review the home occupation application and approve, approve with conditions, or deny the permit based on the criteria for home occupations specified herein. The director shall prepare a home occupation agreement specifying the conditions of the home occupation permit. In the event of an objection(s) to the home occupation, the initial or renewal home occupation application shall be processed as an application for a conditional use permit application as provided in [chapter 18](#) of this title, and the applicant shall be required to pay such additional fees as necessary to process the conditional use permit application. (Ord. 97-10, 6-10-1997)
- G. Appeals: In the event the applicant is not satisfied with any condition or conditions of approval, or the application for administrative approval is disapproved, the home occupation may be appealed in the manner prescribed in section [10-17-5](#) of this title.
- H. Modification and Revocation: A permit for a home occupation may be modified in the same manner as originally applied for by the applicant. A permit for a home occupation may be revoked in the manner prescribed under section [10-18-14](#) of this title.
- I. Termination: A permit for a home occupation which is issued under the provisions of this section shall automatically terminate when the activity which is the subject of the home occupation is discontinued for a continuous period of twelve (12) months or upon the change in residence of the person or persons to whom the home occupation permit is issued; provided that this subsection shall not be interpreted as prohibiting the issuance by the city of a home occupation permit with a specified time limit. (Ord. 94-003, 2-22-1994)



City of Reedley

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FAX 637-2139

Operational Statement Template

Our goal is to facilitate an accurate and complete description of your project in order to avoid unnecessary delays in gathering additional information. This is your opportunity to communicate in detail the important characteristics of your project/property that should be to consider when your project is reviewed for completeness. Please use this template as a guide to explaining the scope of your project.

This template will assist you, various City departments and outside agencies, in their review, crafting of comments and conditions. If you have any questions about the requested information or need help completing any portions of this form please call the Community Development Department at (559) 637-4200 ext. 286. This form must be completed and submitted in order to process your application. If this operational statement is not submitted or incomplete, your application will not be accepted for processing.

1. Project Description: _____ application is being submitted by _____ on behalf of _____ and pertains to _____ acres of property located at _____.

2. Operational Narrative: (Describe your proposed operational/development in detail, including information such as name of business, product or service, anticipated traffic and deliveries, and special events, required equipment, on-site storage, demolition or adaptive reuse of existing structures, etc.).

3. List the hours of operation: _____ Number of Days per Week: _____
If Seasonal, list the months of operation: _____

4. Number of Customers or Visitors per day: _____ Maximum per Day: _____
During what hours will customers visit your property? _____

5. Number of current employees: _____ Future employees: _____
Will any live on site? YES / NO

6. Will the operation or equipment used generate noise above existing levels in the area? YES / NO
If yes, explain _____

7. Will hazardous materials or waste be produced as part of this business? YES / NO
If yes, explain _____

8. Explain which building(s) or what portion of the building(s) will be used in your operation: _____

Applicant's Signature

Date



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Agency Authorization

OWNER:

I, _____, declare as follows:
(Owners Name)

I am the owner of certain real property bearing assessor's parcel number(s) (APN's):

AGENT:

I designate _____, to act as my duly
(Agent's Name) (Please type or print)

authorized agent for all purposes necessary to (list permit type) _____

relative to the property mentioned herein.

DECLARATION:

I declare under penalty of perjury the foregoing is true and correct.

Executed this _____ day of _____, 20_____.

OWNER

AGENT

(Signature of Owner)

(Signature of Agent)

(Owner Mailing Address)

(Agent Mailing Address)

(Owner Telephone)

(Agent Telephone)

APPROVED:

CITY OF REEDLEY

By: _____ Date: _____
(Signature)

(Note: Attach acknowledgment of signatures(s) by Notary Public if executed outside State of California)