▪ City of Portola ▪
Mailing Address: P.O. Box 1225, Portola Ca 961222
35 Third Avenue ▪ Portola, CA ▪ 96112
(530) 832-4216 ▪ (530) 832-5418-fax ▪ www.ci.portola.ca.us

HOME OCCUPATION PERMIT APPLICATION

Name of Proposed Business: _____

Type of Business: _____

Applicant:

Name (business owner)	Phone Number
Street Address	City, State, Zip Code

Property Owner:

Name (property owner), if different	Phone Number
Street Address	City, State, Zip Code

This is an application for a home occupation permit only. The business may not be conducted until approval has been granted by the City of Portola and the actual permit and business license issued to the applicant. Operating your business without City approval may result in a code enforcement action.

The application must be filled out as completely and specifically as possible. Failure to answer all questions may result in an incomplete application and result in delay in issuance of the permit.

Businesses are not generally allowed in residential zones; however, home occupations may be permitted provided they are secondary to the use of the structure as a residence. Certain requirements in the Code for the City of Portola must be met and an inspection of the location by the Building Department must be made before the application can be approved. In some cases, a Conditional Use Permit will be required. Conditional Use Permits are only approved by the Planning Commission following a public hearing.

1. Please describe the proposed home occupation: _____

_____

2. Will there be any outdoor activity (including equipment and material storage or parking)?

❒ No	❒ Yes (Outdoor activity may be permitted when authorized by a CUP.)

3. Will there be any contact with customers at the residence?

❒ No	❒ Yes, one customer per day	❒ Yes, more than one customer per day (May be permitted when authorized by a CUP.)

4. Will there be delivery of materials to the residence?

❒ No	❒ Yes, not to exceed more than two deliveries per week by vehicles no larger than an auto, pickup or typical delivery van	❒ Yes, more than two per week and/or by vehicles larger than an auto, pickup, or typical deliver van. (May be permitted when authorized by a CUP.)

5. Will there be employees other than the resident?

❒ No	❒ Yes, no more than two individuals	❒ Yes, more than two individuals. (May be permitted when authorized by a CUP.)

6. Will there be equipment or materials related to the home occupation stored outside the residence?

❒ Nothing other than a permitted vehicle parked outside the residence.	❒ Yes (see below for detail) (May be permitted when authorized by a CUP.)

Please list any tools, equipment, or materials to be used in the home occupation. _____

_____

7. Are flammable or hazardous materials involved?

❒ No	❒ Yes. The Fire Department must approve, in writing, the amount and method of such storage of materials.

Please list any flammable or hazardous materials involved. _____

_____

8. How much of the total floor area of the home (including garage and detached accessory buildings) will be used for the home occupation? _____% More than 15% may be permitted when authorized by a CUP. The home occupation may never occupy more than 40% of the total floor area of the dwelling (including garage and detached accessory buildings).

9. Will there be merchandise available for sale from the home?

❒ No	❒ Yes (May be permitted when authorized by a CUP.)

10. Will off-street parking be used for a vehicle?

❒ No	❒ Yes (see below for detail) (May be permitted when authorized by a CUP.)

Where are parking facilities located on site? _____

_____

11. Will there be a sign advertising the home occupation?

❒ No	❒ Yes, on one vehicle used for the home occupation. No other signage is permitted.	❒ Yes, on all approved vehicles. No other signage is permitted.

12. Will any vehicles be designated to be used for the home occupation?

❒ No	❒ Yes, one vehicle that is not larger than a standard pickup or van.	❒ Yes, more than one vehicle and/or vehicles larger than a standard pickup or van. (see below for detail) (May be permitted when authorized by a CUP.)

If the home occupation requires the use of a commercial vehicle larger than a standard pickup or van, what type of vehicle and where is vehicle to be parked. _____

_____

Upon reasonable belief that the permitee is in violation of the ordinance, the City may, during normal business hours, enter the premises for the purpose of inspecting the property for compliance. The home occupation shall not create adverse levels of noise or odors above the ambient levels in the surrounding neighborhood.

I hereby certify under penalty of perjury that the above information is true and correct to the best of my knowledge and belief.

Signature: _____ **Date:** _____

Planning and Building Department Use

REQUIRED MATERIALS

❒ Plot Plan
❒ Floor Plan
❒ Parking Plan
❒ CUP or Variance Justification
❒ Other _____

Present Property Use/Zone Classification: _____

☐ The subject location has been checked for the proposed use. Date of inspection:_____

_____Building Department Date: _____

_____Planning Department Date: _____

☐ Approved ☐ Disapproved

COMMENTS: _____

_____

Business License Fees

*Business License Fee includes a $1.00 State Mandated Disability Access and Education Revolving Fund

Annual Gross Receipts	Annual Fee
$2000- $50,000	$ 61.00
$50,001 – 100,000	$121.00
$100,001 – 150,000	$181.00
More than $150,001	$241.00
For businesses with Affiliate Employees	$10 per affiliate

Home Occupation Permit Fees

Tier A	$55.00
Tier B	$140.00
Tier C	$140.00

* Tier C requires a Conditional Use Permit; the current fee is $420.00

Solicitor/Peddler Permit	$40.00

NEW OR RENEWAL OF BUSINESS TAX APPLICATION

On September 19, 2012 Governor Brown signed into law SB-1186 which adds a state fee of $1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

- The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.
- The Department of Rehabilitation at www.rehab.cahwnet.gov.
- The California Commission on Disability Access at www.ccda.ca.gov.