Print Form

Town of Tiburon
1505 Tiburon Blvd
Tiburon, California 94920

Application Fee $100
Annual Renewal Fee $50

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION (415) 435-7390
www.townoftiburon.org

APPLICATION FOR **HOME OCCUPATION**

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION

BUSINESS ADDRESS:_____ **BUSINESS NAME:**_____

OWNER OF PROPERTY:_____

MAILING ADDRESS:_____

CITY, STATE AND ZIP:_____

PHONE NUMBER:_____ FAX NUMBER:_____

APPLICANT (IF OTHER THAN PROPERTY OWNER):_____

MAILING ADDRESS:_____

CITY, STATE AND ZIP:_____

PHONE NUMBER:_____ FAX NUMBER:_____

BRIEFLY DESCRIBE PROPOSED BUSINESS (USE SEPARATE SHEET IF NECESSARY):_____

_____

_____

_____

NUMBER OF EMPLOYEES ON SITE:_____ HOURS AND DAYS OF OPERATION:_____

HOW OFTEN WOULD YOU ANTICIPATE VISITORS/CLIENTS COMING TO YOUR RESIDENCE?:_____

WHAT AREAS OF YOUR RESIDENCE WOULD BE USED FOR THE BUSINESS?:_____

WOULD THERE BE ANY VEHICLES ASSOCIATED WITH BUSINESS; IF SO WHAT TYPE?:_____

WOULD ANY MATERIALS ASSOCIATED WITH THE BUSINESS BE STORED ON SITE; IF SO WHERE?:_____

IS YOUR BUSINESS PART TIME (LESS THAN 20HR/WK) OR FULL TIME (20HR/WK OR MORE)?:_____

IS YOUR BUSINESS A SHORT TERM (LESS THAN 3 YRS) OR LONG TERM PROPOSITION (3 YRS OR MORE)?:_____

Application Process

1. Applicant submits both a Business License application and Home Occupation Permit application. All fees for Business License and Home Occupancy to be paid at time of application receipt.

2. Home Occupation Permit application is reviewed by Planning Division Staff. If any further information is required staff will contact the applicant.

3. If the proposed business appears to meet the intent of a home occupation, and the business would meet the criteria as set forth in Zoning Ordinance, Section 16-52.110, the Home Occupation Permit can be issued.

4. Applicant will be notified by mail of the status of the Home Occupation Permit.

5. After the Permit is issued the Business License Administrator will issue a Business License.

6. No business can commence until both a Business License and a Home Occupation Permit are issued. All Home Occupation Permits are subject to a $100 application fee.

7. All Home Occupation Permits are subject to a $50 annual renewal fee.

8. Please contact the Planning Division with any questions (415)435.4397

Important Note

I have read and understand the attached Tiburon Municipal Code regulations governing home occupations (Title IV, Chapter 16, Section 16-52.110), and shall comply with these regulations if approval is granted for this request.

I hereby certify that the information given is true and correct to the best of my knowledge and belief.

I understand that the requested approval is for my benefit (or that of my principal). Therefore, if the Town grants the approval, with or without conditions, and that action is challenged by a third party, I will be responsible for defending against this challenge. I therefore agree to accept this responsibility for defense at the request of the Town and also agree to defend, indemnify and hold the Town harmless from any costs, claims or liabilities arising from the approval, including, without limitation, any award of attorneys fees that might result from the third party challenge.

PLEASE READ THE "IMPORTANT NOTE" AND THE "HOME OCCUPATION PERMIT PROCESS" (SEPARATE PAGE) PRIOR TO SIGNING BELOW. THIS APPLICATION MUST BE SIGNED BY THE PROPERTY OWNER AND THE APPLICANT, IF OTHER THAN OWNER.

_____ _____

PROPERTY OWNER'S SIGNATURE **DATE**

_____ _____

APPLICANT'S SIGNATURE (IF OTHER THAN OWNER) **DATE**

FOR STAFF USE ONLY, PLEASE DO NOT WRITE BELOW THIS LINE

APPLICATION NUMBER:_____ FEES PAID:_____

DATE RECEIVED:_____ RECEIVED BY:_____ RECEIPT #:_____

ACTING BODY/PERSON:_____ ACTION:_____ DATE:_____