



Town of Tiburon

Community Development Department- Planning Division
1505 Tiburon Boulevard
Tiburon, California 94920
(415) 435-7390
www.townoftiburon.org

HOME OCCUPATION PERMIT APPLICATION

Application Fee: \$100.00

Renewal Fee: \$50.00

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

OWNER OF PROPERTY: _____

MAILING ADDRESS: _____

CITY, STATE AND ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

APPLICANT (IF OTHER THAN PROPERTY OWNER): _____

MAILING ADDRESS: _____

CITY, STATE AND ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

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: _____



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HOME OCCUPATION PERMIT REGULATIONS

(Excerpted from the Tiburon Municipal Code Title IV, Chapter 16)

A. Application and Fee

Application for a Home Occupation Permit shall be made in compliance with the provisions of section 16-50, (Application Filing and Processing), and shall be accompanied by the appropriate fee.

B. General Criteria – Home Occupations shall be limited to the following uses:

1. Art and craft work (ceramics, painting, photography, sculpture, etc.);
2. Tailors, sewing, etc.;
3. Office-only uses, including an office for an architect, attorney, consultant, counselor, insurance agent, planner, tutor, writer, etc., and electronic commerce.
4. Firearms sales, as defined in article X (Definitions) of this chapter, are not permitted as a Home Occupation.

Home Occupations also include any other uses which may be determined by the Review Authority to be of the same general character as the above occupations, and not objectionable or detrimental to the zone in which they are located.

C. Operating Standards – Home Occupations shall meet the following requirements:

1. No significant additional traffic shall be created in the neighborhood;
2. One additional off-street parking space beyond that required for the residential use shall be maintained;
3. No more than one nonresident person shall be employed, at which time an additional off-street parking space shall be required beyond that required by subsection (c.2) of this section;
4. No material may be stored, and no equipment used which is hazardous or visible or audible from outside the building or otherwise creates a nuisance;
5. There shall be no display of goods visible from the exterior of the building, and no signs may be placed on the building or property.

The Review Authority may impose any reasonable conditions on the Home Occupation that are warranted by the type of activity. All persons conducting businesses from their homes are required to have a valid Business License from the Town.

D. Referral – In his sole discretion, the Director may refer any application for a Home Occupation Permit to the Planning Commission for review and action.

E. Appeals – Any person aggrieved by any decision of the Director involving the approval, denial, or revocation of a Home Occupation Permit, may appeal such decision to the Planning Commission in compliance with Section 16.52.020 (Authority for Land Use and Zoning Decisions) and Section 16-66 (Appeals). The decision of the Planning Commission on the appeal shall be final. Any person aggrieved by any decision of the Planning Commission involving the approval, denial, or revocation of a Home Occupation Permit (except on appeal), may appeal such decision to the Town Council using procedures set forth in Section 16-66 (Appeals).

F. Business License – A home occupation shall have a valid Business License from the Town.

Definition – A Home Occupation is defined as follows in the Tiburon Zoning Ordinance:

Any use which is conducted entirely within a dwelling and carried on by the inhabitants thereof, is clearly incidental and secondary to the use of the dwelling for residential purposes, and does not change the character thereof or adversely affect the uses permitted in the residential district in which it is located, and may be permitted in any residential zone. Subject to the regulations contained in Section 16-52.110 (Home Occupations).