



Community Development Department
 9291 Old Redwood Highway
 P.O. Box 100
 Windsor, CA 95492-0100
 Planning: (707) 838-1021 / Fax: (707) 838-7349
 Website: townofwindsor.com

HOME OCCUPATION PERMIT APPLICATION

Applicant Name:		Permit Number:	
Applicant Address (street number and name, city, state, zip code):			
Phone No:	Fax No:	E-mail Address:	
Property Owner Information			
Property Owner if Other Than Applicant/Agent:			
Property Owner Address if Other Than Applicant (street number and name, city, state, zip code):			
Phone No:	Fax No:	E-mail Address:	
Submittal Requirements			
<input type="checkbox"/>	Application Form – Completed and Signed		
<input type="checkbox"/>	Operating Standards Questionnaire – Completed and Signed		
<input type="checkbox"/>	Indemnification Agreement Form – Completed and Signed		
<input type="checkbox"/>	Authorization Form – Completed and Signed (in not the property owner)		
<input type="checkbox"/>	Supplemental Business Description (if the business cannot be adequately described in the space below)		
<input type="checkbox"/>	Home Occupation Permit Fee		
Business Information			
Business Name:			
Business Address:		Assessor Parcel Number(s):	
Type of Business (check all that apply): <input type="checkbox"/> Administrative <input type="checkbox"/> Construction <input type="checkbox"/> Finance <input type="checkbox"/> Information <input type="checkbox"/> Professional/Scientific/Technical <input type="checkbox"/> Retail <input type="checkbox"/> Other:			
Business Description (address Home Occupation Operating Standards on next page):			
Where within the residence will the Home Occupation be located?			
Does the Home Occupation require any modifications to the residence? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the modification(s) required:			
Will any part of the Home Occupation be located in the garage or an accessory building or structure? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?			
Will the Home Occupation be visible from any adjoining public rights-of-way (sidewalk, street, path, etc.) or from neighboring parcels? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What is the square footage of the residence?			

What is the square footage of the Home Occupation?

If the square footage of the Home Occupation exceeds 400 sf or 25% of the floor area of the residence, application for and approval of a Minor Use Permit is required.

Does the Home Occupation require storage? Yes No

If yes, where?

No part of a Home Occupation is allowed to occur in the garage or in an accessory building.

How many vehicles are used for the Home Occupation?

Vehicles larger than one ton are not allowed as part of a Home Occupation.

What size and type of the vehicle is used for the Home Occupation?

How many customers will come to the residence per day?

If more than one customer will visit the residence at a time, application for an approval of a Minor Use Permit is required.

How many deliveries related to the Home Occupation will come to the residence per day?

If more than two deliveries will occur per day, application for and approval of a Minor Use Permit is required.

Will the Home Occupation employ any persons not residing at the residence? Yes No

If the Home Occupation will employ one person that does not reside at the home occupation location, application for and approval of a Minor Use Permit is required. Employment of more than one non-resident is prohibited.

Does the Home Occupation involve the storage of pesticides, explosives, or flammable or hazardous materials?

Yes No

Will the Home Occupation create noise, dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances? Yes No

If yes, please explain:

What are the days and hours of the business?

Does the Home Occupation involve food handling, processing, or packing? Yes No

If yes, is this a Cottage Food business consistent with the State Cottage Food Law? Yes No

If yes, provide copy of Sonoma County Environmental Health clearance/permit. Permit number:

If not a Cottage Food business, describe:

Is there an existing Home Occupation located at this address? Yes No

If yes, application for and approval of a Minor Use Permit is required.

Does the Home Occupation involve hand woodworking or machine work? Yes No

If yes, application for and approval of a Minor Use Permit is required.

Home Occupation Operating Standards

Home Occupation Defined: A Home Occupation is defined as “the conduct of a business within a dwelling unit or residential site, employing occupants of the dwelling, with the business activity being subordinate to the residential use of the property.” A Home Occupation includes those activities, which result in a product or service not used exclusively by the family group, which is conducted in a residence and which meets all the criteria below.

Operating Standards (Zoning Ordinance Section 27.34.100(B))

1. The home occupation shall be clearly secondary to the full-time use of the structure as a dwelling, and shall not be conducted within a garage or accessory structure. Garage areas converted to habitable space with the appropriate permits may be used.
2. The use shall not require any modification not customarily found in a dwelling, nor shall the home occupation activity be visible from any adjoining public rights-of-way or from neighboring parcels.
3. The use shall not display advertising signs, merchandise or stock in trade, other than a single-family residential name plate in compliance with Section 27.32.110.A (Signs Permitted in Residential Zoning Districts).
4. The use shall be confined to not more than 25 percent of the floor area of the main dwelling nor more than 400 square feet of floor area, whichever is greater. Home occupation activities and storage shall not occur out-of-doors or within a required parking area.
5. Only one vehicle with a capacity not exceeding one ton may be used by the resident directly or indirectly in connection with a home occupation.
6. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of pesticides or explosive, flammable, or hazardous materials.
7. The use shall not create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances.

8. The home occupation shall be limited to eight (8) customers and two (2) deliveries each day.

9. The use shall not employ any persons not residing on the premises.

Applicant Acknowledgement

I have read the above operating standards and acknowledge that my home occupation complies with the above requirements.

Name (Print):

Signature:

Date:

I, the undersigned, hereby state that I am the owner of record of the affected property or a duly authorized agent of the property owner(s) (signed letter(s) of authorization enclosed with application packet) and have the authority to process this application. All interested and affected owners, lenders, etc. have been notified of the filing of this application. To the best of my knowledge all information submitted as part of this application is true and accurate.

Applicant/Property Owner Acknowledgement

Name (Print):

Signature:

Date:

Indemnification Agreement

Business Name:

File No.:

Home Occupation Address:

Assessor Parcel Number:

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the Town of Windsor, its agents, officers, council members, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The Town of Windsor shall have the right to appear and defend its interests in any action through its Town Attorney or outside counsel. The applicant shall not be required to reimburse the Town for attorney's fees incurred by Town Attorney or the Town's outside counsel if the Town chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Applicant Name (Print):

Applicant Signature:

Date:

To Be Completed By Staff

Zoning:

Application Received (Date):

Application Accepted By:

Amount Paid: \$

Date Paid:

Notes/Conditions:



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Property Owner Authorization For Home Occupation Permit Application

Property owners who choose to authorize individuals to represent them in conjunction with any application or matter before the Town of Windsor shall provide written authorization on this form for each individual or firm authorized, and shall specifically note any restrictions upon the authorized person.

Name of Authorized Person/Firm:	Phone Number:
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Authorized Person/Firm Mailing Address:

Authorized By (Property Owner Name):	Phone Number:
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Property Owner Mailing Address:

Authorized As (check all that apply):
 Agent Buyer Lessee Other: _____

Home Occupation (Business) Name for Request:	Assessor's Parcel Number for Property:
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Home Occupation Property Address for Request:

Duration of Authorization (check one):
 Unrestricted Valid Until (month/day/year): _____

Check	Type of Authorization	Initial
<input type="checkbox"/>	File any/all papers in conjunction with aforementioned request including signing the application.	
<input type="checkbox"/>	Speak on behalf and/or represent the owner at any staff and/or public meeting/hearing.	
<input type="checkbox"/>	Sign any/all papers in on my behalf, with the exception of the application form and/or legal documents requiring the property owner's signature.	
<input type="checkbox"/>	Other (Please specify): _____	

I do further authorize the above named person/firm as follows (check all boxes that apply and initial):

Property Owner Signature:	Date Authorized:
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