

Permit Submittal Requirements:

- Complete and Sign a Home Occupation Permit.
- Complete and Sign the Home Occupation Criteria Form
- Submit a Proposal Statement detailing the home occupation use, type of business, storage needs, employees, hours of operation, etc.
- Complete and Sign an Indemnification Agreement.
- Complete and Sign an Authorization Form—if you are renting or leasing the dwelling the property owner must complete the Authorization Form.
- Submit completed application packet and current fee to the Planning Department for review and action.

Who Do I Contact?

Town of Windsor Planning Department

General Questions (707) 838-1021

Counter Hours:

2:00 p.m.–6:00 p.m.

Monday-Thursday

Appointments Available Upon Request

**HOME OCCUPATION
PERMITS**



Town of Windsor
Planning Department
9291 Old Redwood Highway
Building 400
Windsor, CA 95492
(707) 838-1021

What is a Home Occupation? Conducting a business within a dwelling unit, that employs occupants of the dwelling unit. The activity is subordinate to the residential use of the property.

Permit Requirements: A Zoning Clearance is required. A Home Occupation Permit will need to be completed and submitted with a fee. A Business Registration/License (subject to the Municipal Code) is required. Refer to section on Minor Use Permit approval for activities that may not comply with the Operating Standards.

Operating Standards:

- Business is clearly secondary to the full-time use of the structure as a dwelling unit.
- Business shall not be conducted from the garage or from an accessory structure. Garage space can only be used if converted to habitable space, consistent with the requirements of the Zoning Ordinance and with a building permit.
- The business use does not require any modifications that would not normally be found in a dwelling unit.
- The business activity shall not be visible from any adjoining public right-of-way or from neighboring parcels.

- The use shall not display advertising signs, merchandise, or stock in trade. A single-family residential name plate in compliance with Zoning Ordinance Section 27.32.110 may be displayed.
- The use shall be confined to no more than 25% 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.
- Only one vehicle with a capacity not exceeding one tone may be used by the resident directly or indirectly in connection with the home occupation.
- Activities conducted and equipment or materials used shall not change the fire safety or occupancy classification of the premise.
- The use shall not employ storage of pesticides or explosive, flammable, or hazardous materials.
- The use shall not create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances.
- The use is limited to eight customers and two deliveries each day.
- The use shall not employ any person not residing on the premise.

Minor Use Permit Required: For activities that may not comply with the Operating Standards the use may be allowed with a Minor Use Permit.

- Uses exceeding 400 square feet or 25% of the floor area of the main dwelling use.
- In no case shall the use, including storage areas and accessory structures, exceed 1,000 square feet or 40% of the floor area of the main dwelling.
- A use employing no more than one person living off-site and working at the dwelling.
- Use that entail food handling, processing, or packing—(subject to Department of Health requirements).
- Hand woodworking or machine work.
- More than one home occupation in a single dwelling unit.
- Uses generating up to two customer visits at a time or more than two deliveries each day. In no case shall customer or delivery traffic exceed more than 10 trips each day.

Refer to Section 27.34.100—Home Occupations of the Town’s Zoning Ordinance for more detailed information.