

NOTICE TO ALL HOME OCCUPATION PERMIT APPLICANTS

Certain commercial enterprises are permitted in the residential zones of the city of Porterville, with an approved Home Occupation Permit. The attached guidelines provide the rules and regulations, which the Porterville City Council has adopted to govern the home occupation.

You are required to have a Home Occupation Permit if your business is out of the home and you live with the city limits of Porterville.

Attached is an application for the Home Occupation Permit along with business uses permitted and prohibited pertaining to the permit listed in Porterville Development Ordinance, 301.09. To ensure proper processing of your application please follow these steps.

- **Complete the application. Be sure to describe business in full.**
- **Sign the bottom of the application.**
- **Enclose your check in the amount of \$59.00. This fee is separate from the Business License fee.**

The City charges a non-refundable fee of \$59.00 for each Home Occupation Permit. This cost covers the review, handling and issuance of the permit. This permit is valid as long as the business remains at the same location.

If you have any questions or comments regarding the Home Occupation Permit, you may contact the Planning Department at 559-782-7460 or the Business Tax Division at 559-782-7457.

APPLICATION FOR HOME OCCUPATION PERMIT

Applicants Name: _____

Address of Home Occupation Site: _____

Telephone: _____

DESCRIPTION OF BUSINESS

Within the residence, list the equipment, machines and supplies to be utilized:

I have read the attached stated ordinance requirements pertaining to the issuance of a Home Occupation Permit and understand them. I have also had the ordinance explained to me. I understand that a violation of the ordinance is grounds for revocation of the Home Occupation Permit. In addition, I hereby agree to operate within the limitations of the ordinance as previously stated.

Signature _____ Date _____

Accepted by: _____ Date _____

Approved by: _____ Date _____

Distribution Upon Approval:
Original - Applicant
Duplicate - Planning
Triplicate - Finance

Fee Paid _____ Receipt No. _____ Date _____

Clerk's Initials _____

301.09 Home Occupations

Home occupations that are carried on by an occupant of a dwelling unit for gainful employment, are clearly incidental and subordinate to the use of the structure for dwelling purposes and that do not change the residential character of the primary use, are allowed and shall be operated in compliance with the following standards. Home occupations are subject to zoning conformance approval pursuant to Chapter 602, "Zoning Conformance Review".

- (a) **Permitted Uses.** Home occupations generally include, but are not limited to, the following uses:
 - (1) Professional Offices.
 - (2) Offices for personal services such as janitorial service, gardening service, office services, etc.
 - (3) Dressmaking, millinery, and other home sewing work.
 - (4) Handicrafts such as weaving, leatherwork, and other arts and crafts.
 - (5) Instructional classes, not exceeding two (2) students at one time.
 - (6) Internet sales, mail order or direct sales provided no merchandise is sold on the premises.
 - (7) Cottage food operations.
- (b) **Mobile Businesses.** Service-oriented mobile businesses that provide services at the location of a client may function as a home based business, where compliant with all other provisions of this section and subject to the following standards:
 - (1) No business activities other than office activities occur on the premises. A client may not come to the home of the business to use the mobile unit.
 - (2) The primary business activity involves provision of services that by their nature are intermittent and convenient to be provided at the home or business of the client. Examples include: mobile notary, personal services, home repair, minor vehicle repair not involving engines as prohibited below (windshield repair or battery replacement), and computer maintenance and repair.
 - (3) Sale of goods is permitted only as an accessory to the service-oriented use, such as sale of windshield when it is replaced, or a new hard-drive when it is required and installed as part of a computer repair.
- (c) **Prohibited Uses.** The following uses are not permitted as a home occupation.
 - (1) The repair, reconditioning, servicing or manufacture of any internal combustion or diesel engine or of any motor vehicle, including automobiles, trucks, motorcycles, or boats.
 - (2) Repair, fix-it or plumbing, welding or fabrication shops where the trade-work is done at the site of the home occupation.
 - (3) Uses that entail the harboring, training, raising, or grooming of dogs, cats or other animals on the premises.

- (4) Uses that entail food handling, processing or packing, other than those permitted by cottage food operation.
 - (5) Healing arts.
 - (6) Spiritual advisory service (fortune-telling).
- (d) **General Standards.** The following restrictions apply to all home occupations.
- (1) The residential use remains the primary activity on the property.
 - (2) No sign shall be publicly displayed on the premises relating to the home occupation or product thereof.
 - (3) No person not residing on the premises may be employed at the site of the home occupation.
 - (4) Sale of goods on the premises shall be limited to the products of the home occupations, and no other merchandise or goods shall be sold, kept or displayed for the purposes of sale on the premises.
 - (5) The home occupation shall not attract or generate excessive auto or foot traffic, require additional off-street parking spaces, involve the use of commercial vehicles for delivery of materials or supplies to or from the premises, or exceed six (6) patrons or customers for any calendar day.
 - (6) No use of materials, mechanical equipment, utilities, or community facilities beyond that normal to the use of the property for residential purposes shall be permitted.
 - (7) Storage related to the home occupation shall be confined to the dwelling or accessory building.
 - (8) No dwelling or accessory buildings shall be built, altered, finished, or decorated externally for the purposes of conducting the home occupation in such a manner as to change the residential character and appearance of the dwelling, or in such a manner as to cause the structure to be reasonably recognized as a place where a home occupation is conducted.
 - (9) No garage or accessory building shall be altered or used in such a manner that would reduce the number of covered parking spaces required in the district in which it is located.
 - (10) Not more than one (1) vehicle of not more than one ton capacity used in connection with the home occupation shall be kept on the site. Any trailer, wheeled equipment, or any vehicle displaying or advertising the home occupation shall not be visible from off the premises.
 - (11) The home occupation shall not involve the use of power equipment on the premises using motors exceeding one (1) horsepower combined capacity.
 - (12) No equipment or process shall be used which creates noise, vibration, glare, fumes, odor, or electrical interference detectable to the normal senses off the lot if the occupation is conducted in a single-family detached residence, or outside the dwelling unit if conducted in other than a single-family detached residence. No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises, or causes fluctuations in line voltage off the premises.

- (e) **Yard Sales.** More than two yard sales per year, but not more than four yard sales per year, may be permitted subject to issuance of a business license and a home occupation permit subject to the following standards:
- (1) A Seller's Permit must be obtained through the State Board of Equalization prior to the date of the third yard sale.
 - (2) The sales events must be compliant with the provisions of Section 301.21 of this Chapter.