



**Community Development Department**  
 2131 Pear Street, Pinole, CA 94564 [www.pinole.gov](http://www.pinole.gov)  
 Phone: (510) 724-8912 Email: [PlanningQuestions@pinole.gov](mailto:PlanningQuestions@pinole.gov)

## HOME OCCUPATION PERMIT APPLICATION FORM

**Instructions to Applicant:** This form must be completed and submitted with the items below.

BUSINESS	
<b>Business Name:</b>	
<b>Home Occupation Address:</b>	

Property Owner	Applicant
Name:	Name:
Address:	Address:
City:	City:
State, Zip	State, Zip
Phone:	Phone:
E-Mail:	E-Mail:

BUSINESS OPERATIONS
Please refer to City of Pinole Municipal Code Section <a href="#">17.64 Home Occupations</a> for the full text on operating standards.
<b>Business and Operations Description.</b> Provide a detailed description of the proposed Home Occupation including: (a) business activities involved, (b) hours of operation; (c) business materials and equipment to be used, and (d) methods of operation.

## BUSINESS OPERATIONS

1. How many persons will be involved or employed in the conduct of the proposed occupation?	
2. How many members of immediate family residing in the residence will be involved in the conduct of the occupation?	
3. What type of product(s) will be produced, serviced or repaired in the conduct of the Home Occupation? (For example: repair of clocks or watches, making jewelry, etc)	
4. Describe any alterations or physical modifications to the home or premises that might be required to facilitate your Home Occupation.	
5. Describe what rooms will be used in the conduct of the Home Occupation and how these rooms will be used including an estimate of the approximate total floor area of the Home Occupation business. (For example: 10 square feet within garage will be used to store supplies, or 64 square foot den will contain desk and file cabinets, etc.)	
6. Describe the mechanical and/or electrical equipment that will be necessary to the conduct of your activity.	
7. Describe how, where and in what amounts the material, supplies and/or equipment relating to your Home Occupation will be displayed or stored.	
8. Will customers come to your home to obtain any product or utilize any service connected with the proposed Home Occupation activity?    YES        NO        If yes, please explain:	
9. If trucks or other mobile equipment will be used in your Home Occupation where will they be parked or stored?	
10. Will the Home Occupation involve the use of commercial vehicles for delivery of materials to or from the premises?    YES        NO        If yes, please explain:	

## STANDARDS FOR HOME OCCUPATION

1. [Chapter 17.64](#) of the Pinole Municipal Code allows certain limited business uses to be conducted in a residence. A Home Occupation permit must be incidental to the primary use of the premises, which is as a residence of the person conducting the business. There should be no evidence to the neighborhood that a business is being conducted in the residence. The following requirements must be met in order to qualify as a Home Occupation:
  2. There must not be any external effects such as noise, odor, vibration, etc., beyond the limits of the house.
  3. No outside storage is allowed. The garage area may not be used in any manner, which prohibits parking of cars in the garage (e.g., two cars in a two-car garage, one garage in a one-car garage).
  4. Business customer visits on premises is limited to three (3) visits from customers, patients, students, or other persons served by the home occupation per day.
  5. No signs or advertising displays are allowed at the home.
  6. No advertising which gives the home address is allowed. (Phone listing or post office boxes are allowed).
  7. No employees other than up to two members of the immediate family living in the residence may be employed as part of the home occupation unless the following is true:
    - Up to one non-resident employee works under the direction of the dwelling resident and is not an independent or separate business enterprise;
    - The employee is necessary to the performance of the home occupation;
    - The employee would not require the use of the required parking for the residence or create on-street parking problems in the neighborhood;
    - The average residential neighbor would not be aware of the existence of the home occupation, under normal operating circumstances; and
    - Additional off-site employees may be employed by the business, but they may not report for work at the property that contains the home occupation.
  8. The types of businesses, which normally qualify as home occupations, are offices where:
    - Business is transacted by mail or phone.
    - Service occupations where activity is transacted at the customer's home or place of business.
    - Limited art and craft occupations, in which all materials are picked up and delivered off premises in a personal vehicle and where there is no external evidence of the home-based business.
    - Similar uses that demonstrate a low-profile operation with fewer than three (3) customers visiting the business per day.

## ACKNOWLEDGEMENT AND AUTHORIZATION SIGNATURES

I have read and understood standards for home occupations contained in [Chapter 17.64 Home Occupations](#) of the City of Pinole Municipal Code, and I agree to comply with each of the Municipal Code provisions for the duration of the home occupation use. I declare, under penalty of perjury, that the information submitted on this application is true and correct.

\_\_\_\_\_  
Applicant Signature                      Print Name                      Date

\_\_\_\_\_  
Property Owner Signature                      Print Name                      Date

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### **FOR CITY USE ONLY**

Date \_\_\_\_\_  
\_\_\_\_\_  
Building Inspector Approval

Date \_\_\_\_\_  
\_\_\_\_\_  
Fire Department Approval

*We hereby certify that **NO Violations** of State Law or City Ordinance exist on the Business premises which would endanger Public Safety, Health or Welfare.*

Date \_\_\_\_\_  
\_\_\_\_\_  
Planning Manager Approval

Building Inspection Required: YES [ ]      NO [ ]

*I hereby certify that the type of Business the applicant proposes to conduct at this address is in conformance with applicable zoning regulations.*