

City of Sutter Creek
18 Main Street
Sutter Creek, CA 95685
209-267-5647

www.cityofsuttercreek.org

RECEIVED: _____

FEE PAID: _____

Submission Requirements

1- Application*

2- Map*

3- Fees (*Refer to current fee schedule. All Fees must be paid at City Hall*)

**All documentaion must be submitted via the application portal on the City website*

APPLICATION FOR A HOME OCCUPATION PERMIT

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Project Applicant: _____

Project Address: _____

APN: _____

Property Owner:

Name: _____

Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____

Zip: _____

Is this person the project contact? If not, please specify who the contact person is.

Name: _____

Email: _____

Mailing Address: _____

1. Business Category (check one):

- ☐ Office for: _____
- ☐ Commission merchant, direct sales, product distribution, internet or mail order business
- ☐ Contractor, handyperson, janitorial service, landscape contractor, gardening service (office)
- ☐ Dressmaker, tailor, fashion designer
- ☐ Artist
- ☐ Tutor
- ☐ Pet services, such as pet sitting, pet grooming, pet training, and veterinarian care
- ☐ Healing arts professional, including physician, surgeon, chiropractor, physical therapist, acupuncturist, and somatic practitioner
- ☐ Small equipment, appliance and computer assembly, repair or reconstruction
- ☐ Hair stylist, barber, and manicurist
- ☐ Mobile vehicle glass installation, mobile vehicle detailing
- ☐ Swimming instructor
- ☐ Other: _____

Business Description (Please be detaileed with your description):

Do you have employees: ☐ Yes ☐ No If yes, number of employees: _____

Will clients/customers come to the home? ☐ Yes ☐ No If yes, please be aware that you must comply with building code requirements and Home Occupation Permit restrictions regarding the number of customers/clients at the home.

Number of persons in the home working for the business: _____

• Will you be receiving any shipments or deliveries of supplies: ☐ Yes ☐ No • If yes, how many per day/week: _____

• What kind of deliveries or supplies: _____

• What are the dimensions of the area used for the business: _____

• What will this area used for: _____

• Any remodeling work to be completed for this business: ☐ Yes ☐ No

• If yes, what tools are required for the repairs: _____

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Please initial next to each item that you understand and agree to the Home Occupation Special Standards

Chapter 18.08.260 of Sutter Creek Municipal Code:

"Home occupation" means an occupation carried on by the occupant of a dwelling as a secondary use in connection with a personal business in which there is no display; no stock in trade nor commodity sold upon the premises; no person employed on the premises; and no mechanical equipment on the premises used except such electrical or electronic devices utilized for the business. Also includes individuals who conduct 'telecommuting' in conjunction with regular employment.

_____ 1. The residence where the home occupation is located shall be the primary residence for the operator of the home occupation.

_____ 2. A business license from the City is required for any home occupation consistent with the requirements of this Municipal Code.

_____ 3. The home occupation shall not involve sale of merchandise other than that produced on the premises (e.g., artist's originals or products individually made to order), or directly related to and incidental to the services offered. Products which are not produced on the premises may be constructed on-site, using equipment normally found in a residence; however, these products may only be sold off-site at a permitted commercial location.

_____ 4. No process shall be used which is hazardous to public health, safety, or welfare. The home occupation shall produce no evidence of its existence upon or beyond the premises such as external alterations creating nonresidential or unsightly appearance of a structure, noise, smoke, fumes, odors, light, electrical interference, dust, glare, liquid or solid waste, or vibrations. Noise levels shall comply with the City's Noise Ordinance. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.

_____ 5. Generally, business visitors and customers of the home occupation are prohibited from visiting the residence. However, this provision does not apply to home occupations of an educational nature, including, but not limited to, tutoring, music instruction, swimming lessons, and art. Such uses are limited to not more than one business visitor per hour and no more than one at any given time.

_____ 6. There shall be no outside storage of material, equipment, products, or supplies. Hazardous materials may only be stored in amounts below the thresholds as established by the local Fire Department which do not require any special permits or licenses. The home occupation shall dispose of all waste materials or byproducts on a regular, timely basis in conformance with applicable garbage collection, fire protection, and public health regulations.

_____ 7. The home occupation shall be confined completely within a legal structure and shall not occupy more than one room, or the equivalent of 25 percent of the floor area of a dwelling, whichever is greater, or 200 square feet of a permitted accessory building. No internal or external alterations for the home occupation shall be made to the dwelling unit that are not customarily found in or to serve residents. Conversion or alteration of a portion of the interior of the residence, garage, or accessory structure that does not result in a loss of off-street parking or adversely alter the exterior appearance of the structure may be allowed through approval of appropriate entitlements and issuance of a building permit.

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_____ 8. The home occupations shall not generate deliveries, pedestrian, or vehicular traffic beyond that which is normal in a residential district. No vehicles not normally found or parked for extended periods of time in a residential area shall be located at a home occupation, including, but not limited to, tool trucks, dump trucks, semis, and vehicles for hire (e.g., taxicab, limousine, pedicab).

_____ 9. A Home Occupation Permit is non-transferrable.