



# City of Capitola

## Home Occupation Permit Application

1. Complete the Master Application and/or Business License Application with applicable fees.
2. Submit Homeowners Association approval, if required.
3. Submit a letter describing the business activity. The letter shall include a statement that the applicant shall comply with the Standard Conditions of Approval. If the applicant is unable to comply with the Standard Conditions of Approval, and changes to the conditions are being requested, explain the reason for the requested change.

The following "Standard Conditions" of approval have been established for home occupation uses. Unless otherwise requested, the following conditions will be imposed on the business if approval is obtained by the Community Development Department. The Community Development Director retains the discretion to forward any home occupation permit application to the Planning Commission for approval or termination in response to legitimate complaints regarding noncompliance with home occupation permit limitations.

### "Standard Conditions of Approval"

1. No advertising signs or banners other than a nameplate, not to exceed one square foot.
2. No display or outside storage of goods, materials, or equipment.
3. No commodities sold on the premises in the normal course of operation.
4. No employees other than the residents of the dwelling.
5. No objectionable noise, odor or equipment and materials.
6. No excessive pedestrian, auto, or truck traffic introduced to the neighborhood as a result of the home occupation.
7. No more than one client/customer at the dwelling at any one time, by appointment only, and not more than three such clients, customers per day.
8. No use of required covered or uncovered parking.
9. Does not provide a service which normally involves the client being present when a significant portion of the services are performed.
10. Automotive repair or detailing services are specifically prohibited.

### **COMPLETE THE FOLLOWING QUESTIONS**

1. Project Address: \_\_\_\_\_
2. Proposed Business: \_\_\_\_\_
3. Number of people that reside in the residence: \_\_\_\_\_
4. Number of those residents employed by the business: \_\_\_\_\_
5. Will clients be meeting at the dwelling for appointments? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes please estimate the number of appointments per business day: \_\_\_\_\_
6. What type of equipment is utilized for the business: \_\_\_\_\_