



City of Capitola

Home Occupation Permit Application

1. Complete the Master Application and/or Business License Application with applicable fees.
2. Submit Homeowners Association and/or property owner approval, if required.
3. Submit a letter describing the business activity. The letter shall include a statement that the applicant will comply with all zoning standards for home occupations.

The following zoning standards below are identified within Capitola Municipal Code §17.96.040 for Home Occupation uses. The following standards are imposed on all businesses 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.

Home Occupation Standards:

1. Size. Home occupations may not occupy more than twenty-five percent of the floor area of the dwelling unit or four hundred square feet, whichever is less.
2. Sales and Displays. Products may not be sold on site directly to customers within a home occupation. Home occupations may not establish window displays of products to attract customers.
3. Advertising. No newspaper, radio, or television service shall be used to advertise the location of business; however, contact information, including phone numbers and email address, are allowed on advertisements.
4. Signs. One single, nonilluminated, wall-mounted outdoor sign of not more than one square foot in area is permitted.
5. Vehicle Traffic. A home occupation may not generate vehicle traffic greater than normally associated with a residential use. No excessive pedestrian, automobile, or truck traffic may be introduced to the neighborhood as a result of the home occupation.
6. Deliveries. Deliveries and pick-ups for home occupations may not interfere with vehicle circulation and shall occur only between eight a.m. and eight p.m., Monday through Saturday.
7. Mechanical Equipment. Mechanical equipment that is not normally associated with a residential use is prohibited.
8. Performance Standards. Home occupations shall not generate dust, odors, noise, vibration, or electrical interference or fluctuation that is perceptible beyond the property line.
9. Hazardous Materials Prohibited. The storage of flammable, combustible, or explosive materials is prohibited.
10. Employees. Employees of a home occupation shall be limited to the persons residing in the dwelling unit.
11. On-Site Client Contact. No more than one client/customer at the property at one time. Customer or client visits are limited to three per day, or six per day for personal instruction services (e.g., musical instruction or training, art lessons, academic tutoring).
12. Outdoor Storage Prohibited. Goods, equipment, and materials associated with a home occupation shall be stored within an enclosed structure or in a manner that is not visible from the property line.

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: _____

Property Owner:

Phone: _____

Mailing Address: _____

Email: _____

Applicant:

Phone: _____

Mailing Address: _____

Email: _____

I am the owner or agent and authorize the named applicant to act on my behalf in all matters pertaining to this application.

Signature: _____

Property Owner

Date: _____

Signature: _____

Applicant

Date: _____