



**CITY HALL
1088 COLLEGE AVE
ST. HELENA, CALIFORNIA 94574
(707) 968-2758**

HOME OCCUPATION APPLICATION

This form is to be completed for businesses operating out of a residential address. Please submit this form with the business license application and the required \$300.00 home occupation permit fee. This is a two page form and will not be accepted if incomplete.

Home occupations are permitted in conjunction with a residential use of a dwelling and shall be issued a home occupation permit provided the application is found consistent with the attached City regulations (Section 17.22.130 of the City of St. Helena Zoning Ordinance adopted October 24, 2023).

1. Owner's Name _____

2. Business Name _____

3. Mailing Address _____

4. Street Address _____

5. Contact Telephone Number _____

6. Contact Email Address _____

7. Type of Business _____

8. Description of business activities that will be conducted on the premises:

9. Please attach a dimensioned floor plan of the house showing the area that will be utilized by the business. If other structures on the property are to be used for operation of the business, attach a dimensioned site plan showing all buildings.

Please continue to page 2

10. Please answer the following questions:

___Yes___No. Will anyone other than resident members of the household and a maximum of one employee be employed in the home occupation?

___Yes___No. Will the home occupation generate customer or client traffic, deliveries by commercial vehicles other than pickup trucks or panel delivery trucks, or have any customers or clients coming to the premises as a place of business?

___Yes___No. Will the home occupation create any noise, odor, glare, dust, vibrations, fumes, or smoke readily discernible at the exterior boundaries of the parcel on which the home occupation is situated?

___Yes___No. Will the home occupation have any advertising or evidence of its existence except for a post office box, a telephone listing, and signs limited to a total of four (4) square feet affixed to a vehicle? (No advertising, telephone listings, signs or printed material may list the street address of the dwelling.)

___Yes___No. Will the home occupation involve the on-site parking or storage of more than one (1) commercial vehicle? The vehicle must be parked inside a garage or covered parking at all times.

Please explain any "yes" answers:

I have read and understand the attached regulations (SHMC §17.22.130) and agree to conduct my business in accordance with them.

Business Owner

Date

Approved by:

Planning Department

Date

17.22.130 Home Occupations

- A. **Permit.** A home occupation permit must be required prior to the establishment of a home occupation whenever a business license is required and the home is the principal place of business. A business may be conducted at locations other than the site of the home occupation, as long as that part of the business conducted at the site of the home occupation complies with the standards of this Section.
- B. **Standards.** Home occupations are permitted in conjunction with a residential use of a dwelling and must be issued a home occupation permit, provided the home occupation:
1. Does not change the residential character of the dwelling unit;
 2. Is confined to a cumulative area of not more than 600 square feet in the principal dwelling, attached garage and/or detached accessory buildings. An attached or detached garage may be used for storage or workspace as long as one garage parking space is maintained at all times for the dwelling and as long as sufficient parking spaces are available on the property to meet the current Code requirements;
 3. Does not occupy any open space or setback;
 4. Is carried on by the resident members of the household and a maximum of one employee in addition to residents of the dwelling;
 5. Does not generate customer or client traffic, deliveries by commercial vehicles other than pickup trucks or panel delivery trucks, or have any customers or clients coming to the premises as a place of business, with the following exceptions:
 - a. Delivery to the customer or client of merchandise produced on the premises;
 - b. No more than two clients may visit the premises on any one day;
 - c. Lessons to no more than two persons at any one lesson with no more than six lessons in any one week; and
 - d. Other uses which are similar to the above uses with the same or similar restrictions listed in this Section;
 6. Creates no noise, odor, glare, dust, vibrations, fumes or smoke readily discernible at the exterior boundaries of the parcel on which the home occupation is situated;
 7. Produces no advertising or evidence of its existence except for a post office box, a telephone listing and signs limited to a total of four square feet permanently affixed to a vehicle. No advertising, telephone listing, signs or printed material may list the street address of the dwelling; and

8. Involves the on-site parking or storage of no more than one commercial vehicle, as long as the commercial vehicle parks inside the garage or covered parking at all times.
- C. **Prohibited Home Occupations.** The following businesses are not permitted as home occupations:
1. Automobile/vehicle sales and services;
 2. Animal care, sales, and services;
 3. Cannabis retail;
 4. Eating and drinking establishments;
 5. Hotels and motels; and
 6. Personal services.
- D. **Exceptions.** Exceptions to the above standards may be granted by the Planning Commission with the approval of a Conditional Use Permit for an expanded type of home occupation. In approving the Conditional Use Permit for an expanded home occupation the Planning Commission shall make the following findings:
1. The establishment of an expanded home occupation is compatible with and will not be detrimental to the residential character of the neighborhood and surrounding uses;
 2. The establishment of an expanded home occupation will not result in or contribute to an unacceptable concentration of nonresidential uses in the neighborhood where it has been proposed; and
 3. The establishment of an expanded home occupation will not result in excessive noise, traffic, and parking congestion.
- E. **Exemptions.** Telecommuting, or the use of telephones, computers, or other similar technology to permit an employee to eliminate a commute trip and work from home, is not considered a home occupation and is exempt from the regulations of this Section.