



Application for Home Occupation Permit

This form is to accompany a business license application to conduct a business from one's place of residence, per Brisbane Municipal Code (BMC) Chapter 17.44, and is subject to Planning Director review prior to issuance of a home occupation business license. This form does not apply to short term rentals. Short term rentals are subject to a separate application form and fee and review by the Zoning Administrator, per BMC Chapter 17.35.

1. Name of Applicant: _____
2. Business Name: _____
3. Location: _____
4. Mailing Address: _____
5. Phone: _____

6. Detailed description of the home occupation:

7. Room in which the home occupation will be conducted:

(Note: If the home occupation will be conducted in a garage, attach a floor plan of the garage showing the area of business and parking space(s), to demonstrate that the required parking will not be impeded by the business.)

8. By marking with a check mark the blanks below, the applicant hereby agrees and certifies that the home occupation will meet these performance standards, per BMC Section 17.44.040.

(Note: If the proposed business would not comply with the one or more of the standards listed below, leave those lines blank and attach a detailed explanation/request for an exception or contact the Planning Dept. for further information.)

- ☐ I acknowledge that the home occupation is issued only to the applicant and may not be assigned to others, it does not run with the land, nor is it transferrable to another location in the event that I change my place of residence.
- ☐ The home occupation will be conducted entirely within an enclosed structure
- ☐ The home occupation will not reduce the parking required for the building site.
- ☐ The home occupation will not generate pedestrian or vehicular traffic beyond that normal to the zoning district in which it is located.
- ☐ The home occupation will not involve employees at the site other than those who reside at the dwelling unit

- ☐ Commercial vehicles making deliveries to or from the premises shall be no larger than a step-van or similar vehicle normally used for making small package deliveries to residential neighborhoods.
- ☐ I acknowledge that stock in trade may be kept indoors at the site provided the stock in trade is sold off the premises or by limited appointment. There will be no outdoor storage of stock in trade.
- ☐ The home occupation shall not be conducted, and the premises shall not be altered or used, in a manner that would give the dwelling unit the appearance of a nonresidential use.
- ☐ No mechanical or electrical equipment will be used on the premises which would cause undue noise, electrical interference, or other adverse impact upon any adjacent properties.
- ☐ Only a non-illuminated sign for the home occupation may be allowed and it shall not exceed 3 square feet, per Brisbane Municipal Code [Chapter 17.36](#) and no more than 1 sign may be placed on the premises.
- ☐ The home occupation shall not involve the use of any toxic, hazardous, flammable, or other material or waste that may cause a threat to the public health or safety.
- ☐ The business is not a short-term rental. (Note: As indicated above, short term rentals are subject to a separate permit application form and fee, not covered by this form. Please refer to BMC Chapter 17.35 and the Planning permits application page on www.brisbaneca.org or call the Planning Dept at (415) 508-2120.)

The applicant understands that violation of any of these performance standards shall be cause for the immediate revocation of the permit.

Applicant(s) signature: _____ Date: _____

Property owner(s) signature: _____ Date: _____

Planning Director's approval: _____ Date: _____