



**\$49.00 Non-Refundable Permit Fee**

Fee verification by City of Concord

Fee Paid:  Yes  No

## HOME-BASED BUSINESS PERMIT AND ACKNOWLEDGEMENT FORM

BUSINESS OWNER	PHONE
BUSINESS NAME	PROPOSED BUSINESS ADDRESS
MAILING ADDRESS	CITY ZIP

**Home-based business description** (Please provide a detailed description. Example: "Home-based business for online sales of..." or "Home-based consulting business for...")

Home-based businesses are permitted as an accessory use to the residential use of any property provided it complies with the requirements of Development Code Section 18.200.100 listed below. **By signing this form, the home-based business owner acknowledges that the business is accessory to the property's use as a residence, that it will comply with the criteria stated herein, and that any violation of said criteria will result in possible fines, penalties or legal action.**

- 1. Prohibited Home-Based Businesses.** The following types of home-based businesses are expressly prohibited: Automotive service, diagnosis, or repair to vehicles, other large machinery or equipment, or large appliances of others; Beauty salons and barber shops; cannabis business or commercial activity.
- 2. Location.** The home-based business shall be conducted entirely within the principal dwelling, within an enclosed structure attached to the dwelling, or within a legally permitted and constructed enclosed accessory structure detached from the dwelling, excluding required garage parking area.
- 3. Floor Area Maximum.** The space exclusively devoted to a home-based business, including any related storage, shall not exceed 20 percent of the dwelling unit's habitable square footage as determined by county tax records.
- 4. Employees.** Employees working or meeting at the site shall be limited to persons who reside at the residence and one nonresident. The one nonresident employee's hours shall be between 8:00 a.m. and 8:00 p.m.
- 5. Clients or Customers.** No clients or customers shall be permitted at the site of the home-based business, except for students engaged in individual home instruction; i.e., with one student at a time and no more than six students per day. Student hours shall be between 8:00 a.m. and 8:00 p.m. An exception for nonstudent clients is allowed pursuant to subsection (D)(2) of this section.
- 6. Vehicles.** In order to retain and preserve the neighborhood character and residential appearance of the property, a maximum of one business vehicle up to one-ton capacity per residence shall be permitted; provided, that the vehicle does not give the appearance that a business is being conducted at the location. The following types of vehicles are expressly prohibited: limousines, dump trucks, tow trucks, pick-up trucks with the bed converted into a hauling compartment designed to hold materials and equipment that exceed the height of the existing sides of the truck; construction vehicles (e.g., front-end loaders, backhoes); trailers (e.g., construction trailers, chipper trailers); construction equipment (e.g., cement mixers, chippers); vehicles over one ton; and similar vehicles.

(OVER)

- 7. **Parking.** A home-based business shall not encroach on any areas required for parking. A vehicle used in conjunction with a home-based business shall be parked in compliance with all applicable parking requirements for the residence.
- 8. **Appearance.** The residential appearance of the property at which the home-based-business is conducted shall be maintained, and no exterior indication of a home-based-business shall be permitted, including commercial advertising signs or window displays.
- 9. **Storage.** No equipment, parts, materials, supplies, merchandise, refuse, or debris shall be stored outdoors. Equipment, parts, materials, supplies, or merchandise may be stored within a permanent, fully enclosed compartment of a passenger vehicle or truck. No refuse or debris shall be stored in any vehicle. There shall be no storage of hazardous chemicals other than that which is normally found at a private residence.
- 10. **Deliveries.** Deliveries shall be limited to the frequency of deliveries and types of vehicles normally associated with residential neighborhoods and shall be between the hours of 8:00 a.m. and 8:00 p.m.
- 11. **Nuisances.** No home-based-business shall be conducted in a manner which creates a public nuisance under state law or under the development code. Without limiting the foregoing, a home-based-business shall not create noise, odor, dust, vibration, smoke, electrical disturbance, or any other interference with residential uses of adjacent property and shall be invisible to the neighborhood. There shall be no excessive use of, or unusual discharge into, any one or more of the following utilities: water, sanitary sewers, electrical, garbage, or storm drains.
- 12. **Compliance with Other Requirements.** A home-based-business shall comply with all other applicable state laws and city ordinances, including any local and state licensing requirements.

I, \_\_\_\_\_, **acknowledge that the proposed home-based business is accessory to the property’s use as a residence, that it will comply with the criteria stated herein, and that any violation of these restrictions may result in possible fines, penalties or legal action.**

It is the Home-Based Business Owner’s sole responsibility to obtain approval from the property owner or property manager to conduct a home-based business on the property. The property owner or property manager of record will be notified of any violations related to the Home-Based Business.

Pursuant to Concord Municipal Code Section 5.05.020, the granting of a business license is solely intended to raise revenue for municipal purposes and is not intended for regulation. A stamp, signature, or other notation on approved plans, business license, or similar does not constitute a zoning clearance, administrative permit, minor use permit, use permit, or other regulatory approval.

*(Please retain a copy of this permit for your records along with your business license and payment receipt of the home-based business permit fee. You may be requested to present these records to the City of Concord for verification purposes.)*

\_\_\_\_\_  
Home-Based Business Owner Signature

\_\_\_\_\_  
Date