



# HOME OCCUPATION PERMIT APPLICATION GUIDELINES

## CITY OF TULELAKE

591 Main Street, PO Box 847, Tullake, CA 96134

Phone: (530) 667-5522 / Fax: (530) 667-5351

### HOME OCCUPATION PERMIT APPLICATION REQUIREMENTS

If you plan to conduct a business out of a residence in the City of Tullake, you must obtain a Home Occupation Permit. The application fee for the permit is \$40.00. A home occupation is an accessory use, not the primary use of the residence. The intent of regulating home occupations is to reduce the impact of the business on the surrounding neighborhood and to ensure compliance with applicable city codes.

**NOTE:** If you do not live within the city limits of the City of Tullake, you are not required to obtain a Home Occupation Permit from the City of Tullake.

### Application Process

Applications for a Home Occupation Permit can be submitted at the same time as your application for a Business License. The application fee for a Home Occupation Permit is \$40.00. The application fee is non-refundable. As part of the application, you will sign a statement that indicates that you have read and understand the Home Occupation Permit regulations described in this handout. If you have any questions regarding whether or not you are eligible for a Home Occupation Permit, you are strongly advised to contact the City Hall Administrator at (530) 667-5522 or visit Tullake City Hall, 591 Main Street, Tullake, CA 96134.

Once you have submitted your application for a Home Occupation Permit, it will be reviewed by city staff. If approved, you will receive a Home Occupation Permit in the mail. This permit is good for as long as you keep your business license current and operate the business at the location stated on the permit.

If staff has questions regarding your application, they will contact you at the email address or telephone number that you provide below. If you do not meet the criteria for a Home Occupation Permit, your application will be denied. If your permit is denied, and you have paid for a business license, your business license will be voided and your business license fees will be refunded. As indicated above the \$40.00 Home Occupation Permit fee will not be refunded.

### Restrictions on all Home Occupations

Subject to issuance of a business license and a home occupation permit, home occupations are permitted in all zoning districts that permit residential uses subject to the following standards:

1. Residential compatibility. The activity is one which is customarily incidental to and not inconsistent with the use of the premises as a dwelling.
2. Size. The activity occupies no more than twenty-five (25) percent of the floor area of the dwelling unit or four hundred (400) square feet, whichever is less.
3. On-Site Client Contact. Except for a minor accompanied by a parent or guardian, no more than one (1) client/customer is permitted at the residence at the same time. Customer or client visits are limited to four (4) per day or six (6) per day for personal instruction services (e.g., musical instruction or training, art lessons, academic tutoring).

4. Sales. With the exception of direct sales for cottage food operations, as allowed by state law, no product shall be displayed for sale or sold upon the premises. Products created on the premises may be sold off-site.
5. Outdoor Storage Prohibited. Goods, equipment, and materials associated with a home occupation shall be stored within a fully enclosed structure.
6. Hazardous Materials Prohibited. The storage of flammable, combustible, or explosive materials is prohibited.
7. Animals. No animal-related services, including grooming or personal care, requiring animals to be present on the residential property shall be allowed on the premises.
8. Employees. No person shall be employed by the home occupation at the premises other than the resident(s) of the dwelling.
9. Performance Standards. Home occupations shall not generate dust, odors, noise, vibration, or electrical interference or fluctuation that is perceptible beyond the property line.
10. Signs. Signs or displays used to identify the home occupation are prohibited.
11. Vehicle Traffic. Home occupations may not generate more than twenty (20) vehicle trips per day. A round trip to and from the residence is one (1) vehicle trip and multiple trips by the same vehicle shall count towards the maximum amount. Vehicle trips include trips by clients, customers, vendors, delivery services, or any other vehicle associated with the home occupation.
12. Residential Appearance. The appearance of the dwelling shall not be altered, nor shall the home occupation be conducted in such a manner that it may be reasonably recognized as serving a nonresidential use, either by color, materials, construction, lighting, signs, sounds, odors, or vibrations. Such use shall be of a nature and conducted in such a manner that there is no evidence of the use from the street or neighboring property.
13. Any home occupation which involves food handling, processing or packing, must comply with the requirements of Siskiyou County Environmental Health and the California Health and Safety Code.

The City Council may waive the requirements set forth above upon a determination that the occupation involved will not, under the circumstances of the particular case, be materially detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such proposed use, or be materially detrimental to property or improvements in the neighborhood or to the general welfare of the city. A separate application for a use permit, which includes a public hearing, is required.

### **Building Code Requirements**

If the holder of a Home Occupation Permit has a nonresident employee or customers at the home, Building Code requirements for the use must be met. If you are considering having a nonresident employee or customers at the home, you are strongly encouraged to contact the Building Department at (530) 667-5522, or visit Tulelake City Hall, 591 Main Street, Tulelake, CA 96134, before paying the Home Occupation Permit application fee to determine if a building permit will be required for the intended home occupation.

### **Requirement for Business License**

Besides obtaining a Home Occupation Permit, if you are conducting a business within the City of Tulelake, you are required to obtain a Business License. Please contact the City of Tulelake at (530) 667-5522 for more information on this process, or visit City Hall, 591 Main Street, Tulelake, CA 96134.

## **Renewal of Home Occupation Permit**

A home occupation permit is valid only for the occupation and residence for which it is issued. It is not necessary to renew a Home Occupation Permit unless one of the following occurs:

1. You change your residence within the city limits and wish to continue to operate a business out of your home.
2. You change the type of business.
3. You discontinue the business and then decide, after a period of one (1) year, to restart the business.
4. You do not have a current Business License.

## **Questions**

If you have any questions regarding Home Occupation Permits, please visit Tullake City Hall located at 591 Main Street, Tullake, CA 96134. You may also reach city staff by calling (530) 667-5522 or via email at [info@cityoftulelake.com](mailto:info@cityoftulelake.com).

**CITY OF TULELAKE**  
**Home Occupation Permit Application**

**This application form shall be submitted with your Business License application at  
Tulelake City Hall, 591 Main Street, Tulelake, CA 96134**

Name of Applicant: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have employees: Yes      No      If yes, number of employees: \_\_\_\_\_

Will clients/customers come to the home? Yes      No      If yes, please be aware that you must comply with building code requirements and Home Occupation Permit restrictions regarding the number of customers/clients at the home.

**Initial**\_\_\_\_\_ I HAVE READ THE HOME OCCUPATION PERMIT APPLICATION INFORMATION SHEET AND, IF A PERMIT IS ISSUED, WILL COMPLY WITH THE RESTRICTIONS, SPECIAL CONDITIONS, AND TERMS OF THE HOME OCCUPATION PERMIT.

**Initial**\_\_\_\_\_ I UNDERSTAND THAT VIOLATION OF THESE REGULATIONS MAY RESULT IN A PENALTY BEING ASSESSED AND/OR REVOCATION OF THE HOME OCCUPATION PERMIT.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

APN: \_\_\_\_\_ Business License #: \_\_\_\_\_ Permit #: \_\_\_\_\_

By (Initials): \_\_\_\_\_