



# CITY OF MOORPARK

COMMUNITY DEVELOPMENT DEPARTMENT | 799 Moorpark Avenue, Moorpark, California 93021  
Main City Phone Number (805) 517-6200 | Fax (805) 532-2540 | www.moorparkca.gov

## HOME OCCUPATION PERMIT APPLICATION

Home Occupation Permit Application and processing fee must be submitted in person to: City of Moorpark, Community Development Department, 799 Moorpark Avenue, Moorpark, CA 93021.

**FEE \$110**

\*Please note an additional 6% technology enhancement fee is assessed on all applications.

Address of premises for which permit is requested:

\_\_\_\_\_

Proposed Home Occupation (check all that apply):

- Home Office       Arts/Crafts       Photography       Internet/Telephone       Contractor
- Janitorial       Sales       Service       Gardening/Home Maintenance
- Instruction/Teaching/Tutoring       Other: \_\_\_\_\_

Briefly Describe Home-Based Business Activities:

\_\_\_\_\_  
\_\_\_\_\_

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

Applicant Name

Address

City, State and Zip Code

Phone

Signature

Date

Property Owner Name

Address

City, State and Zip Code

Phone

Signature

Date

\*By signing, the property owner hereby certifies that the proposed home occupation is allowed by the rental/lease agreement.

Home Occupation Permits do not expire unless the business relocates. Please contact Planning staff at (805) 517-6258 if you plan to relocate your business to another residential or commercial address.

STAFF USE ONLY

H.O.P. Number: \_\_\_\_\_

B.R. Number: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

## **CRITERIA FOR HOME OCCUPATIONS:**

1. The applicant shall be the homeowner, or in the case of a rental housing unit, the applicant shall provide a signed owner's statement that the proposed home occupation is allowed under the rental agreement.
2. Accessory structures shall not be used for home occupation purposes.
3. Persons other than residents of the property shall not be engaged on the property in the home occupation.
4. The home occupation shall not generate pedestrian or vehicular traffic beyond that normal to the zoning district in which it is located.
5. Customer services or sales of goods, wares or merchandise on-site shall not be permitted, except by mail or electronic communication. Instruction, tutoring or teaching of a maximum of three students per session and/or six students per day, whichever is more restrictive shall be allowed. The Community Development Director may make allowances for single events having more than the maximum of six students per day and/or three students per session.
6. Commercial vehicles, having a specific manufacturer's gross weight rating of ten thousand (10,000) pounds or more in connection with the home occupation, shall not be permitted as limited by Section 10.04.300 – Commercial Vehicles in Residential Areas.
7. A maximum of one (1) commercial vehicle, having a specific manufacturer's gross weight rating of less than ten thousand (10,000) pounds, in connection with the home occupation shall be permitted so long as it is legally parked either on the street or on the site.
8. The use of signs, merchandise, products or other material or equipment displayed for advertising purposes shall not be permitted.
9. Outdoor storage of materials and/or supplies or other outdoor activity related to the home occupation shall not be permitted.
10. Uses, by reason of color, design, materials, construction, smoke, dust, fumes, odors, glare, lighting, noise or vibrations, that alter the residential character of the dwelling, or unreasonably disturb the peace and quiet of the surrounding area shall not be permitted.
11. The home occupation shall be limited to no more than ten percent (10%) of the gross floor area of the residence, or in no case less than 150 square feet, whichever is greater. Related materials and supplies shall be stored only in the designated area approved by the community development director. No structural alterations shall be permitted within the dwelling unit to separate any area used for a home occupation from the dwelling space. No area used for a home occupation shall be subleased or rented to another party.
12. A valid Moorpark city business registration permit or license shall be required.
13. There shall be no storage of flammable, toxic, hazardous, combustible materials indoors or outdoors, including, but not limited to, gasoline, solvent or gun powder for purposes beyond those normally used for normal household purposes.
14. The garage, carport, or accessory structures shall not be used for home occupation purposes. There shall be no storage in the garage, carport or dwelling of any materials or supplies not recognized as being part of normal household or hobby use.
15. The home occupation shall not create excessive demand for municipal or utility services or community facilities beyond those customarily provided for residential uses.
16. There shall be no on-premise use of material or mechanical equipment not recognized as being part of normal household or hobby use.
17. On-site sales of goods, wares or merchandise or on-site commercial activities in residential zones, except as allowed by section 17.28.020B.1.b.v., is prohibited.

**HOME OCCUPATION PERMIT APPLICATIONS MUST BE SUBMITTED IN PERSON. DO NOT MAIL.**

**I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS APPLICATION AND THE CRITERIA FOR HOME OCCUPATIONS AND AGREE TO COMPLY WITH ALL PROVISIONS OF THE CITY ZONING CODE.**

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Signature

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Date