

HOME OCCUPATION QUESTIONNAIRE

The Planning Division will be reviewing your proposed Home Occupation Questionnaire for compliance to the City Municipal Code (Zoning Ordinance). In order to accurately evaluate your application, it would be appreciated if you would read each question carefully before answering. Please complete all items, sign your name and return this questionnaire to the Business License Division at the Milpitas City Hall, 455 E. Calaveras Blvd., Milpitas, CA 95035. If you have any questions pertaining to this questionnaire, please contact the Planning Division at (408) 586-3279.

Large family childcare homes are exempt from the Home Occupation Questionnaire and are subject to the regulations in Section XI-10-54.16.

Name of Business: _____

Address of Business: _____ Assessor Parcel No: _____

Business Owner's Name(s) _____

Telephone: _____ Residence: _____ Business: _____
 Is this number unlisted? Y / N Is this number unlisted? Y / N

Property Owner Name & Address: _____

NATURE OF HOME OCCUPATION

1. Is the home used for phone calls only: Yes___ No___ (Check One)
2. Describe the product(s) sold: _____
3. Describe the service(s) performed: _____

4. Describe the method of operating the business in detail: _____

5. What part of the home will be used in connection with the Home Occupation and describe any storage of materials or supplies to be used: _____

6. Describe any alteration to the residence which will be made in connection with the Home Occupation: _____

7. Describe any deliveries which you expect will come to the home: _____

8. Do you have any commercial vehicles used in connection with your Home Occupation and, if so, indicate the number and type of vehicle(s) and where they will be parked or stored: _____
9. Indicate the type and hours of operation of mechanical equipment which will be used in connection with the Home Occupation, if any: _____
10. Please check the appropriate box:

Yes___	No___	Is this Home Occupation carried on entirely within the dwelling?
Yes___	No___	Will there be any advertising sign(s) on the site?
Yes___	No___	Will there be customers coming to the home?
Yes___	No___	Is there anyone employed in connection with the Home Occupation who does not reside within the dwelling?
Yes___	No___	Do you have employees come to the residence for business reasons?
Yes___	No___	Will you be using or storing any chemicals in the residence which are used in conjunction with the Home Occupation?

(See Reverse Side)

HOME OCCUPATION QUESTIONNAIRE

The Municipal Code of the City of Milpitas (Sections XI-10-54.08 (Rev. 7/18/95)) defines a home occupation as a business enterprise conducted within a dwelling by the residents of the dwelling and which is incidental and secondary to the use of the dwelling for residential purposes.

Performance Standards for Home Occupations: The City Code requires that all home occupations comply with the following regulations:

- a) All persons operating a home occupation must obtain a home occupation permit from the City prior to commencing any business. It shall be unlawful to operate a home occupation without a permit.
- b) Only the residents of the dwelling may operate the home occupation. No employees associated with the home occupation shall report to work on the premises.
- c) The home occupation shall not involve the presence of more than one client on the premises at any time.
- d) The home occupation shall not be operated in a manner which creates noise, vibrations, dust, odor, smoke, or television and radio interference affecting adjoining properties.
- e) No signs are permitted either on or off the premises in connection with the home occupation. Products or equipment produced or used by a home occupation shall not be displayed in a manner which is visible from the exterior of the dwelling.
- f) There shall be no storage of materials or supplies outdoors in a manner which is visible from adjacent properties or public ways.
- g) The home occupation shall not require modification or exterior alterations of the dwelling in which a home occupation is conducted.
- h) The home occupation shall be conducted entirely within the dwelling except for those types of occupations which are conducted entirely off-site and away from the dwelling.

Excluded Businesses: The following are not home occupations as defined by the home occupation ordinance:

- Barber/beauty shops (or similar cosmetology establishments)
- Kennels and catteries
- Auto or mechanical repair shops
- Medical/dental offices
- Retail sales (Excluding retail sales in which all products are sold over the phone or Internet and shipped to the customer).

Revocation of the Permit: A home occupation permit may be revoked for violation of any provision of this chapter after notice and an opportunity for a hearing has been given to the permit holder.

I certify that I have read and will comply with the Home Occupation Ordinance (chapter XI, Title 10, Section 54.08) as listed above and hereby state that my Home Occupation will conform to all the provisions set forth therein. I also understand and agree that non-compliance with the above is grounds for revocation of this permit as outlined above. Further, I certify that the information supplied on this form is true and correct to the best of my knowledge.

DATE: _____

SIGNATURE: _____

APPROVED BY PLANNING DIVISION ON: _____

BY: _____

DENIED BY PLANNING DIVISION ON: _____

BY: _____

REASONS FOR DENIAL: _____
