



Planning Department  
 3016 Sixth Street  
 P.O. Box 1134  
 Biggs, CA 95917

# Application for: Home Occupation Permit

## Applicant Information

Name:		Daytime Phone:	
Street Address:			
City:		State:	Zip:

## Property Owner Check box if same as applicant

Name:		Daytime Phone:	
Address:			
City:		State:	Zip:

## Property Location

Address of Subject Property:	
Assessor's Parcel Number(s):	Size (Acres or Sq. footage):
Present City Zoning:	General Plan Designation:

## Request


Answer all that apply:  
 Day and Hours of Operation: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
 Number of Off-street Parking Spaces Proposed: \_\_\_\_\_

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. (Before signing, see note on back.)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Submittal Information Application received by: _____ Date: _____	Planning Commission Action: Approved _____ Denied _____ Date _____ Vote _____
Fees: Receipt No. _____ Application Fee \$ _____ Environmental Review \$ _____ Total Fee \$ _____	City Council Action: Approved _____ Denied _____ Date _____ Vote _____ Resolution No. _____

See back and attachments for additional information.

## Requirements For A Complete Home Occupation Permit Application

The following items are **required** for a complete application:

- Completed Application Form
- Description of the proposed business, including the type of business, a description of equipment to be utilized by the business, the type and quantity of materials that will be stored or utilized by the business within the proposed site, the number of employees and clients that will visit the proposed site, the hours of business operation and the potential for impacts on neighboring properties that could result from the business. Potential impacts may include, but are not limited to, traffic, parking, physical hazards, noise, vibration and odor.

Additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

### Time Limits

The total time for processing a home occupation application is usually less than 30 days for a Minor Home Occupation Permit and less than 60 days for a Major Home Occupation Permit. Within 30 days from the date of submittal the City shall determine whether the application is complete and shall notify the applicant as to whether the request constitutes a Minor or a Major Home Occupation.

### Note

By signing the front of this application form, the applicant is indicating that the project site is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.

