



CITY OF MODESTO
APPLICATION FOR
HOME BUSINESS PERMIT AND AGREEMENT

Planning Division/C&EDD

- ✓ PLEASE PRINT OR TYPE
- ✓ SIGN REVERSE SIDE ACKNOWLEDGING HOME BUSINESSES' RULES
- ✓ TO BE RETURNED TO BUSINESS LICENSE DIVISION WITH CITY LICENSE APPLICATION

FOR OFFICE USE ONLY:

Account Number: _____

Original Date Approved: _____

Approved By: _____

NAME OF BUSINESS: _____

NAME OF APPLICANT: _____

ADDRESS OF HOME BUSINESS: _____ PHONE: _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): _____

DESCRIBE THE TYPE OF BUSINESS: _____

WHAT ACTIVITIES WILL BE DONE AT THE HOME (examples: office use, internet sales, consulting, tutoring, tailoring, etc.):

HOURS OF OPERATION: _____ DAYS OF OPERATION (circle all that apply): Mon. Tue. Wed. Thu. Fri. Sat. Sun.

CHECK ANY OF THE FOLLOWING THAT APPLY:

BUSINESS WILL INVOLVE SALES/SERVICES CONDUCTED ON THE PREMISES (note: sales must be incidental/secondary to the business, such as a hairstylist selling shampoo; retail sales are not permitted as a primary use for home businesses. Please specify if sales will be online or in-person.)

IF YES, DESCRIBE THE SALES/SERVICES PROPOSED: _____

BUSINESS WILL INVOLVE SALES/SERVICES CONDUCTED AWAY FROM THE PREMISES

IF YES, DESCRIBE THE SALES/SERVICES PROPOSED: _____

BUSINESS WILL INVOLVE CUSTOMERS VISITING THE HOME (example: training, consultation, appointments)

IF YES, HOW MANY CUSTOMERS PER DAY? _____

A VEHICLE WILL BE USED FOR THE HOME BUSINESS

IF YES, PROVIDE THE MAKE AND MODEL OF THE VEHICLE _____

WHERE WILL THE VEHICLE BE STORED? _____

BUSINESS INVOLVES A LARGE FAMILY DAY CARE

IF YES, WILL YOU HAVE 14 OR FEWER CHILDREN? _____

BUSINESS IS A COTTAGE FOODS OPERATION

IF YES, HOW MANY EMPLOYEES OTHER THAN FAMILY MEMBERS OR HOUSEHOLD MEMBERS? (STATE LAW ALLOWS ONE FULL-TIME EQUIVALENT EMPLOYEE) _____

YOU MUST SIGN THE REVERSE
SIDE AFTER READING AND
AGREEING TO ITS TERMS.

Please read the following carefully if you conduct or wish to conduct a business activity in or from your home in the City of Modesto. If the operation of such activity is in a residential zone, it can only be incidental to the residential use. You must comply with the restrictions listed below. Please complete the form on the reverse side and return it so it can be filed with your business license.

10-3.207 Home Business

- a) Conducting a business in or from a dwelling is a permitted use of an accessory nature which is subject to the following conditions.
 - 1) The person conducting the business shall reside on the premises on a regular full time basis and the business shall be clearly incidental and secondary to the residential use.
 - 2) The residential appearance of the premises shall not be altered through remodeling or new construction so as to give the appearance of other than normal residential premises or to call attention to the premises.
 - 3) The business shall be conducted entirely within buildings designed and built for normal residential use and there shall be no outside activity, storage, or display.
 - 4) No parking or traffic shall be generated by the business in greater volumes than would normally be expected for a residence. No required parking shall be displaced by business activities.
 - 5) No trucks or construction equipment shall be parked or stored on or near the premises.
 - 6) No more than one (1) business vehicle shall be parked or used in connection with the business on or near the premises. All business pickups and deliveries to and from the premises shall be only the one (1) allowed business vehicle. "Business vehicle" means a car, pickup or small van used for home business purposes and driven by a person living on the premises.
 - 7) Employees shall not work at or be dispatched from the premises nor otherwise be on or about the premises for business purposes.
 - 8) There shall be no delivery of merchandise to customers at the premises other than that incidental to a service conducted on the premises.
 - 9) Ancillary sales may occur on the premises.
 - 10) Sales or services conducted away from the premises may be advertised in any commercial telephone directory (yellow pages), newspaper, circular or other commercial media, including radio and television.
 - 11) Sales or services conducted on the premises shall not be advertised in any commercial telephone directory (yellow pages) nor be advertised in any newspaper, circular or other commercial media, including radio and television.
 - 12) Signs shall not be used to identify the business, its products or services.
 - 13) The business shall not create a disturbance or nuisance by reason of noise, odor, fumes, dust, vibration, smoke, electrical interference or other causes.
 - 14) Notwithstanding the above limitations, any person who is severely impaired or handicapped as defined by State law may employ a maximum of two (2) people on the premises who do not reside there and may advertise in any commercial telephone directory (yellow pages), newspaper, circular or other commercial media, including radio and television.
- b) The following are not permitted as home occupations:
 - (1) On site vehicle repair
 - (2) On site massage therapy pursuant to Section 5-2.104 (D) (2) of the Modesto Municipal Code.
- c) All businesses conducted in and from a dwelling shall comply with the licensing requirements for business in the City.
- d) Prior to receipt of a license to conduct a business in or from a dwelling, a permit shall be obtained from the Director.
- e) Notwithstanding Section 1-2.01 of the Modesto Municipal Code or any other provisions of this Code a failure to comply with the provisions of this section shall be punishable as an infraction.

In accordance with the requirements of Title II of the Americans with Disabilities Act ("ADA") of 1990, the Fair Employment & Housing Act ("FEHA"), the Rehabilitation Act of 1973 (as amended), Government Code section 11135 and other applicable codes, the City of Modesto ("City") will not discriminate against individuals on the basis of disability in the City's services, programs, or activities. For more information, please visit the City of Modesto website at <https://www.modestogov.com/865/Americans-with-Disabilities-Act-ADA>

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE READ THE RULES AND LIMITATIONS ABOVE AND BY MY SIGNATURE I HEREBY AGREE TO ABIDE BY ALL RULES AND LIMITATIONS. I FURTHER ACKNOWLEDGE THAT ANY VIOLATION OF THE ABOVE RULES AND LIMITATIONS MAY RESULT IN CORRECTIVE NOTICES, CITATIONS, FINES, OR REVOCATION OF MY HOME BUSINESS PERMIT:

SIGNATURE

HOME ADDRESS

PRINTED NAME

DATE