



# HOME OCCUPATION PERMIT APPLICATION

CITY OF LATHROP, COMMUNITY DEVELOPMENT DEPARTMENT,  
390 TOWNE CENTRE DR., LATHROP, CA 95330, (209) 941-7290

**Applicant's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Name of Business: \_\_\_\_\_  
Business Hours: Days: \_\_\_\_\_ Hours: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_

**Description of Business:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Number of persons in the home working for the business: \_\_\_\_\_
- Will you be receiving any shipments or deliveries of supplies: ☐ Yes ☐ No
- If yes, how many per day/week: \_\_\_\_\_
- Any remodeling work to be completed for this business: ☐ Yes ☐ No
- If yes, describe: \_\_\_\_\_
- List commercial vehicle(s) used for the business (Make/Model): \_\_\_\_\_
- Will the business require additional waste totters: ☐ Yes ☐ No
- Will there be fire hazardous material stored at this location: ☐ Yes ☐ No
- If yes, what materials & quantities: \_\_\_\_\_

**I declare under penalty of perjury that all of the information is true and correct, and that I have read and understand Chapter 17.64 "Home Occupations," of the Lathrop Municipal Code and agree to comply with the regulations.**

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

Property Owner/Authorized Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner/Authorized Agent Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**STAFF USE ONLY:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

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

Assessor's Parcel No. (APN): \_\_\_\_\_ Application Number: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ **Fee: \$63.00**

Please initial next to each item indicating that you understand the conditions listed below and agree to Chapter 17.64 "Home Occupation" of the Lathrop Municipal Code:

\*\*\* **Contact the Lathrop-Manteca Fire Department (LMFD) to obtain a Fire and Life Safety Permit. Failure to obtain proof of clearance from the LMFD within 21 days will render the Home Occupation Approval null and void. Please contact the LMFD regarding application materials and processing fee: (209) 858-2331 or 800 East J Street, Lathrop, CA 95330.**

- \_\_\_\_\_ 1. A home occupation within a dwelling unit shall be clearly incidental to the use of the structure as a dwelling.
- \_\_\_\_\_ 2. A home occupation shall not be conducted in any accessory structure, other than a garage, and there shall be no storage of equipment or supplies in any accessory structure, other than a garage, or outside the dwelling.
- \_\_\_\_\_ 3. Only residents of the dwelling may be engaged in work activities at the residence. Employees may not come to the residence for work purposes, including pick-up of materials, vehicles, assignments, or similar purposes.
- \_\_\_\_\_ 4. Sales of goods on the premises shall be limited to the products of the home occupation, and no merchandise or goods shall be sold, kept or displayed for the purposes of sale on the premises.
- \_\_\_\_\_ 5. Merchandise not produced on the premises may be kept and stored for purposes of sale at locations off the premises; provided, that such merchandise is limited to small articles, such as jewelry, cosmetics and similar items of merchandise which can be carried by one person in a case or other container. For purposes of this standard, materials typically involved in providing contracting services, such as plumbing, heating, air conditioning, electrical, carpentry and landscaping are not included within the meaning of the clause "small articles."
- \_\_\_\_\_ 6. A home occupation may involve the performance of business and professional services in which goods, wares and merchandise are not commercially created, sold or exchanged, but shall not include beauty salons, barber shops, medical offices, tattoo parlors, fortune tellers, palm readers or similar services.
- \_\_\_\_\_ 7. A home occupation shall not involve the performance of any repair services on the premises other than the repair of small appliances and equipment or other small objects which normally are capable of being carried by one person without the aid of mechanical equipment or devices.
- \_\_\_\_\_ 8. A home occupation shall not involve the use of any material or mechanical equipment not recognized as being part of normal household or hobby uses.
- \_\_\_\_\_ 9. No motor power other than electrically-operated motors shall be used in connection with a home occupation.

- \_\_\_\_\_ 10. A home occupation shall not create any radio or television interference or noise audible beyond the walls of the dwelling.
- \_\_\_\_\_ 11. There shall be no external alteration of the appearance of a dwelling in which a home occupation is conducted.
- \_\_\_\_\_ 12. The existence of a home occupation shall not be apparent beyond the boundaries of the site except for one nonilluminated name plate affixed to the dwelling not exceeding two square feet in area (for example, a name plate having dimensions of one foot by two feet).
- \_\_\_\_\_ 13. Generally, business visitors and customers of the home occupation are prohibited from visiting the residence. However, this provision does not apply to home occupation of an educational nature, including, but not limited to: tutoring, music instruction, swimming lessons, and art. Such uses are limited to not more than two students at one time and generate no more than four round-trip vehicle trips per day.
- \_\_\_\_\_ 14. Not more than one vehicle specifically designated to be used for a home occupation shall be parked at the subject residence at any time. The vehicle is limited to a passenger car, pickup truck, van or sport utility vehicle. Vehicles shall conform to the provisions of Title 10 of the LMC.
- \_\_\_\_\_ 15. The home occupation(s) shall not generate vehicular traffic, pedestrian traffic, or parking needs not normally associated with a single-family residential use.
- \_\_\_\_\_ 16. A home occupation shall not be permitted until an application for a permit shall be made in the manner prescribed under Chapter 17.108.
- \_\_\_\_\_ 17. The planning director may also place other conditions deemed necessary to make the home occupation compatible with the neighborhood.
- \_\_\_\_\_ 18. A cottage food operation as defined in Section 113758 of the Health and Safety Code shall be a permitted home occupation provided it complies with all applicable provisions of this section and the Health and Safety Code, as it may be amended. A cottage food operation is an enterprise at a private home where low-risk foods are prepared or packaged for public consumption. Any applicant for a home occupation permit under this subsection shall demonstrate he or she operates a qualifying cottage food operation. Standards A3, A4, and A13 above shall not apply to a cottage food operation.
- \_\_\_\_\_ 19. The home occupation shall not generate noise, odor, dust, vibrations, fumes, smoke, glare, electrical or electronic interference with the residential use of neighboring properties.
- \_\_\_\_\_ 20. \_\_\_\_\_  
\_\_\_\_\_