



**CITY OF NOVATO**  
CALIFORNIA

Business Licensing Division c/o HdL  
8839 Cedar Ave #212, Fresno, California 93720  
PH (415) 899-8917  
Email completed form to: BL@Novato.org

**APPLICATION FOR A HOME OCCUPATION PERMIT**

Applicant's Name \_\_\_\_\_

Name of Business \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Nature of Home Occupation \_\_\_\_\_

Examples of business activities that may be approved with a Home Occupation permit are found in Section 19.34.080 of the Novato Municipal Code (Zoning).

**Operating Standards for a Home Occupation**

**The Home Occupation (HO) shall:**

- 1 Be clearly secondary to the full-time residential use of the property. All activities shall occur entirely within:
  - a. The main dwelling and shall not exceed 25 percent of the gross floor area or one room, whichever is greater; or
  - b. The garage or other approved accessory structure. Use of a garage shall not interfere with the ability to maintain the required number of off street parking spaces within the garage.
- 2 Not require any modification not customarily found in a dwelling, nor shall the activity be visible from the adjoining public right-of-way, or from neighboring residential properties.
- 3 Not have a window display or advertising sign, other than one name plate not exceeding one square foot in area. There shall be no display of merchandise, equipment, stock-in-trade, or other identification of the activity on the premises.
- 4 Not negatively impact on-street parking in the neighborhood.
- 5 Be conducted, including the use of equipment or material, so as to not change the fire safety or occupancy classifications of the premises. The HO shall not employ the

storage of flammable, explosive, or hazardous materials unless specifically approved by the Novato Fire Protection District.

- 6 Not create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances.
- 7 Have no on-site employees other than full-time residents of the dwelling.
- 8 Not exceed the frequency of visitors, customers, or deliveries normally and reasonably occurring for a residence. On-site presence of clients shall be limited to one client or family at a time
- 9 Not include motor vehicles used or kept on the premises, except residents' vehicles (or pickup truck not exceeding one-ton carrying capacity).
- 10 Not require utility services modifications, other than those required for normal residential use, that would be classed as commercial or industrial in load or design.
- 11 Only allow articles that may be stored for distribution or sale at off premise locations, to those produced at the home. Where the person conducting the HO serves as an agent or intermediary between off-site suppliers and off-site customers, all articles, except samples, shall be received, stored and sold to customer at off-premise locations.

Upon receipt of a complaint regarding the operation of the HO or upon observation of a violation of city ordinances, the Director shall determine whether the HO is in compliance with the provisions of this permit. If the HO is found not to be in full compliance with this permit, the Director shall have cause to suspend or revoke this permit. Once this permit for a HO has been revoked, continued practice of the HO is no longer permitted and any subsequent application shall not be filed within one year from the date of revocation.

**Comments:**

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**Applicant's Statement:**

I have read the information regarding the Operating Standards as shown above. I agree to abide by and conform to these Standards and the provisions of the Novato Municipal Code, pertaining to the conduct of my home occupation. I am aware that it is my responsibility to ensure that the home occupation is not contrary to a covenant, code or restriction governing the property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date