



File Number: \_\_\_\_\_

## City of Seaside Planning Division

### APPLICATION FOR HOME OCCUPATION PERMIT

*Fees: As per Approved fee schedule*

The application form must be filled out completely. Both the applicant and the property owner must sign the application form. The application processing fee is non-refundable.

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1. Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

2. Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

3. Street Address of Proposed Home Occupation: \_\_\_\_\_

4. Describe in detail the type of business being proposed and how it is going to be conducted: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Will there be any employees of the home occupation who do not live in the house?  
 Yes     No

If yes, please explain: \_\_\_\_\_

6. Will any specialized mechanical or electrical equipment be needed for the home occupation?     Yes     No

If yes, please explain: \_\_\_\_\_

7. Will you be selling anything directly from the residence?     Yes     No

If yes, please explain: \_\_\_\_\_

8. Will there be any deliveries or pick-ups from the residence?  Yes  No

If yes, please explain: \_\_\_\_\_

9. Will any vehicles used in the home occupation be stored on the premises?

Yes  No

If yes, please explain: \_\_\_\_\_

10. Will more than one room or twenty-five percent of the home (whichever is greater) be involved in the use of this home occupation? I

Yes  No

If yes, please explain: \_\_\_\_\_

The applicant and property owner shall comply at all times with the requirements and limitations for Home Occupation listed in Section 17.52.120 of the Seaside Municipal Code. By accepting this permit, the applicant and owner acknowledge receipt of a copy of Section 17.52.120 and understand the City's requirements and limitations

**IMPORTANT:** By your signature below, you certify that the above information is true and correct and that you understand the conditions set forth in this application. Any home occupation permit which is issued based upon false information on this application form shall render the permit null and void.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

Receipt No.: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Denied by:

\_\_\_\_\_ Date: \_\_\_\_\_

## Home Occupation Permits

As defined by Chapter 17.52.120 of the Seaside Municipal Code

- A. Home Occupations are intended to provide for reasonable opportunities for employment within the home, while avoiding changes to the residential character of a dwelling that accommodates a home occupation, or the surrounding neighborhood.
- B. Home occupations shall be permitted only after a Home Occupation Permit and a Business License is secured by the City.
- C. The following are uses that may be **approved** as home occupations (not exclusive to other uses in compliance with the requirements of this permit):
  - 1. Arts and crafts work (ceramics, painting, photography, sculpture, etc.);
  - 2. Tailors, sewing, etc;
  - 3. Office-use only, including an office for an architect, attorney, consultant, counselor, insurance agent, planner, tutor, writer, etc., and electronic commerce.
- D. The following are examples of uses **prohibited** as home occupations:
  - 1. Adult entertainment activities or businesses;
  - 2. Animal hospitals and boarding facilities;
  - 3. Automotive and other vehicle repair and service (body or mechanical), painting, storage or upholstery, or the repair, reconditioning, servicing, or manufacture of any internal combustion or diesel engines, or of any motor vehicle, including autos, boats, motorcycles or trucks;
  - 4. Contractor's and other storage yards;
  - 5. Dismantling, junk or scrap yards;
  - 6. Fitness/health facilities ( except that one-on-one personal trainers may be allowed);
  - 7. Medical Clinics, laboratories, or doctor's offices;
  - 8. Personal services;
  - 9. On-site sales, except that mail order businesses may be allowed where there is no stock-in-trade on the site;
  - 10. Uses which require explosives or highly combustible or toxic materials;
  - 11. Welding and machine shop operations; or
  - 12. Wood cutting businesses.

- E. Accessory Use:** Home occupations shall be defined as an activity that is clearly incidental and secondary to the use of the dwelling for residential purposes.
- F. Location of home occupation activities.** A home occupation shall not involve the use of more than one room that cannot occupy more than twenty-five (25) percent of the gross floor area of the ground floor of a dwelling unit. A home occupation may utilize garages or other enclosed accessory structures only if required off-street parking spaces are continually maintained. Horticultural activities for home occupation purposes may be conducted outdoors, but only on the rear one-third of the site.
- G. Visibility.** The home occupation shall not require any exterior changes to the residence not normally found in the dwelling. The home occupation activity cannot be visible from the public right-of-way or from neighboring residences.
- H. Signs.** No on-site advertising is allowed with the exception of a one-foot square nameplate attached flush to the wall of the residence.
- I. Safety.** Activities conducted and equipment or material used cannot change the fire safety or occupancy classifications of the residence. The use cannot employ the storage of explosive, flammable or hazardous materials beyond those normally associated with residential use.
- J. Off-site Effects.** No home occupation activity shall create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration or other hazards or nuisances as determined by the Seaside Planning Services Manager.
- K. Outdoor display or storage.** There shall be no window display or outdoor storage or display of equipment, materials, or supplies associated with the home occupation.
- L. Employees.** A home occupation shall have no on-site employees other than full-time residents of the dwelling.
- M. Clients/Customer visits.** The home occupation shall be operated so as to not require more than eight vehicle trips per day of clients, customers, visitors and/or service visits to the residence. On-site presence of clients or customers shall be limited to one client or family at a time and only between the hours of 9:00 a.m. and 8:00 p.m.
- N. Motor Vehicles.** There shall be no motor vehicles used or kept on the premises, except residents' passenger vehicles and/or one pickup truck, van or similar vehicle not exceeding 1.5 ton carrying capacity. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises in a manner different from normal residential usage, except FedEx, UPS, or USPS-type home deliveries and pickups.
- O. Utility service modifications.** No utility service to the dwelling shall be modified solely to accommodate a home occupation, other than as required for normal residential use.
- P. Home occupation renewal.** A Home Occupation Permit shall be valid for a period of two years. To remain valid after the two-year period, the applicant is responsible for applying for an extension to the Home Occupation Permit. Failure to obtain an extension will result in the permit becoming null and void.