



HOME OCCUPATION PERMIT INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains the regulations and permit requirements for establishing a home occupation business within the Town of Truckee. A home occupation is an accessory commercial activity or business service use customarily conducted within a dwelling, by its residents, in a manner clearly incidental to the residential character of the site and surrounding neighborhood. Truckee Development Code Section 18.58.120 provides regulations for small businesses that may be operated in residential areas of the Town if certain requirements are met and maintained. The purpose of the home occupation requirements is to allow residents to pursue limited commercial endeavors from their homes if certain standards are maintained to ensure the protection of surrounding properties. The Home Occupation Permit regulates land use only and does not exempt the business operator from any other required Town, County, State or Federal permit or license. Property owners should check with their homeowner's associations to determine if there are any private restrictions prohibiting such use of the property.

HOME OCCUPATION EXEMPTIONS

Home occupations conducted solely by residents of the dwelling and limited to the use of a desk, telephone, personal computer and computer accessories, or other similar home office equipment and do not generate any pedestrian or vehicular customer or delivery trips are exempt from the requirement of obtaining a Home Occupation Permit. Examples of exempt activities include, but are not limited to, the following:

- *Masseuse who gives in-home massages only at a client's home;*
- *Accountant who meets clients at their place of business but works on the books at home; or*
- *Website designer or drafter working from a home computer.*

HOME OCCUPATION PERMIT

The Home Occupation Permit is issued by the Community Development Department, Planning Division, based on the requirements defined in Truckee Development Code Section 18.58.120. Generally, a home occupation may be approved through a Home Occupation Permit if:

- A. The use is clearly incidental and subordinate to the primary residential use;
- B. The use employs no more than one person living off-site and working at the dwelling at any one time, or no more than two of the permanent residents;
- C. The use is confined to not more than 25 percent of the floor area of the residence, nor more than 400 square feet of floor area, whichever is greater;
- D. There is no outdoor storage or parking of vehicles or other equipment associated with the home occupation, except for one vehicle with a capacity not exceeding one ton;
- E. Additional parking generated by the home occupation shall be provided on-site in addition to the two required parking spaces for the residence.
- F. The home occupation does not generate pedestrian or vehicular customer or delivery traffic greater than two trips per day.
- G. The use shall not display window or advertising sign(s), merchandise or stock in trade, or other identification of the home occupation on the premises unless otherwise required by state law (one name plate not exceeding one square foot in area may be allowed by the Director).

- H. The use shall not require any modification not customarily found in a dwelling, nor shall the home occupation activity be visible from the adjoining public rights-of-way or from neighboring parcels.
- I. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of pesticides or explosive, flammable or hazardous materials.
- J. The home occupation shall not create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration or other hazards or nuisances.

Types of home occupations that require a permit might include, but are not limited to:

- Personal trainer, real estate professional, therapist, lawyer, notary, florist, etc., with no more than two clients on any day.
- Cottage food operations, as defined in Section 113758 et seq. of the Health and Safety Code and as allowed by California State Assembly Bill 1616, with up to one full-time equivalent employee or volunteer.

A Home Occupation Permit shall be obtained and posted in compliance with the Truckee Development Code. A statement of compliance shall be signed before issuance of the Home Occupation Permit.

BUILDING CODE REQUIREMENTS

Except for the simplest home occupations, that portion of a home occupied by the home occupation may need to comply with the Town of Truckee Building Code. For example, any home occupation that will have customers or off-site employees or involves woodworking or machine work will be subject to the requirements of the Town Building Code. These Building Code requirements may be quite extensive and may include such things as fire separation and resistance, disabled access and parking, restroom facilities, and lighting and energy compliance.

The Building Division will review your Home Occupation Permit application to determine if the home occupation will be subject to the requirements of the Town Building Code, and whether a building permit and building plans will be required before the Town can give final approval to the home occupation.

The Town Building Code may require substantial improvements and alterations to the home in order to operate a home occupation; therefore, the applicant should carefully consider the potential Building Code requirements before proceeding with the Home Occupation Permit application. To inform customers inquiring on home occupations about Building Code requirements so they may have this information as early as possible in their planning process, the Building Division Plans Examiner and Planning Division staff are available to answer general questions on Building Code compliance. If it is determined that the home occupation will need to comply with the Town Building Code, you should contact an architect or engineer for further information.

NEVADA COUNTY ENVIRONMENTAL HEALTH REQUIREMENT

Many home occupations that require either a Home Occupation Permit or a Minor Use Permit will also require compliance with Nevada County Environmental Health Department regulations. Any home occupation that may have health implications, such as Cottage Food Operations or Body Art Facilities, would require compliance with Nevada County Environmental Health requirements. For more information, please visit <http://www.mynevadacounty.com/nc/cda/eh/Pages/Home.aspx>.

MINOR USE PERMIT

Home occupations that exceed the limitations of a standard Home Occupation Permit may be approved through a Minor Use Permit. Types of home occupations that require a Minor Use Permit include:

- A use exceeding 400 square feet or 25 percent of the floor area of the main dwelling, whichever is greater. In no case shall the use, including storage areas and accessory structures, exceed 1,000 square feet or 40 percent of the floor area of the main dwelling unit, whichever is less;
- A use employing two or more people living off-site and working at the dwelling at any one time, or more than two of the permanent residents;
- A use which involves one or more of the following:
 - Commercial kitchen facility or catering business, other than a registered cottage food operation described above;
 - Hand woodworking or machine work;
 - Home visits for three or more clients, patients or pupils at a time, such as a barber shop, beauty salon, music teacher or educational tutor;
 - Pet grooming or pet daycare;
 - A business such as construction, landscaping, housecleaning, etc., where more than one employee reports to the residence per day before and/or after visiting clients;
 - Any body art facility, as defined by Section 119300 et seq. of the Health and Safety Code and as allowed by California State Assembly Bill 300, with no minimum size or number of employees or clients; or
 - Any other use or occupation which the Director determines is similar in nature to the previously listed uses
- A single dwelling unit with more than one home occupation; and
- A use which generates vehicular customer or delivery traffic exceeding more than two trips per day beyond that normally associated with a residential property. In no case shall vehicular customer and delivery traffic exceed more than 10 trips each day.

A Minor Use Permit is a special zoning approval to determine if the proposed home occupation is appropriate to be operated on the property based on the characteristics of the use and the surrounding area. A public hearing is required before a Minor Use Permit can be approved. Notice of the public hearing is published in the local newspaper and sent to all property owners within 500 feet of the home occupation. The Zoning Administrator cannot approve a Minor Use Permit unless special findings are made, and the Zoning Administrator may attach conditions to the approval of the Minor Use Permit. See the information sheet on Use Permits for additional information.

HOME OCCUPATION PERMIT FEE

The application fee for processing a Home Occupation Permit is \$283.00.

HOME OCCUPATION PERMIT SUBMITTAL REQUIREMENTS

The items listed in the "Home Occupation Permit Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

The application package may be submitted electronically via email (if less than 15 MB) or Dropbox to PlanningDivision@townoftruckee.com. The application fee may be paid over the phone with a credit card or by mailing a check to the Planning Division; in-person payments with cash, check or credit card are also accepted at Town Hall. Checks must be made payable to the Town of Truckee. After a planner is assigned to your project, you will be contacted and asked to provide hard copies of the submittal documents as required.

Home Occupation Permit Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff): _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a rental lease or letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Fee payment. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 3. Cover letter describing the activities of the home occupation including type of business, hours of operation, estimated customer and delivery traffic, amount of floor area to be devoted to the home occupation, and other information that clearly shows the home occupation will comply with the home occupation requirements.
- 4. Plan Requirements – One copy of a site plan must be submitted with the application. The site plan must be of sufficient scale to show all information clearly; the information on the site plan must be readable and understandable. If the plan is not legible, the application will not be accepted. **One electronic (PDF) copy of the plans must be submitted.** The planner assigned to the project will contact you to request hard copies of the electronic documents as required. The site plan must include the following information:
 - a. Assessor’s Parcel Number and Street Address
 - b. North arrow and scale
 - c. Distance and bearings of property lines
 - d. Location, dimension, and type/use of buildings on the property
 - e. Location and dimension of parking spaces
 - f. Location, width, and surfacing of driveways
 - g. A note on the site area (in square feet); the area covered by buildings, decks, driveways, and other impervious surfaces; and the percentage of the site covered by buildings and impervious surfaces
 - h. Separate floor plans for each story of the dwelling showing the use and size of each room; the areas to be used by the home occupation; and the total floor space for the dwelling and the floor space to be used by the home occupation.
 - i. If a sign is proposed, submit a scaled drawing showing size, color and the location of the sign.

COMPLIANCE INSPECTION NOTE: The Community Development Department may inspect the property during the permit review process or within 30 to 60 days after approval of the Home Occupation Permit. The home occupation will be subject to annual or spot inspections thereafter to verify compliance with the home occupation permit requirements.

Applicant Signature: _____
I certify that I have completed and have included all material checked above in the attached application submittal.