



# CITY *of* CLOVIS

## PLANNING & DEVELOPMENT

1033 FIFTH STREET • CLOVIS, CA 93612

### HOME OCCUPATION APPLICATION

Please read and complete all sections of this Home Occupation Application and submit it, along with a completed Business Registration and Tax Certificate Application, to Finance Department Business Registration Division. This Application does not include an application for a business registration and tax certificate. If your application cannot be approved, you will receive a phone call or letter to discuss what would need to occur for the home occupation to meet City requirements.

In order for the Home Occupation Permit to be approved, you must comply with all of the standards set forth in Chapter 9.58 of the Clovis Municipal Code. The operational standards set forth in the Municipal Code are intended to maintain your neighborhood as an attractive residential development. Failure to operate within your approved Permit could constitute grounds for revocation of your Home Occupation Permit and City Business Registration and Tax Certificate.

According to the Clovis Municipal Code, a home occupation is intended to allow for home occupations that are conducted within a dwelling located in a residential zoning district, and are clearly subordinate and secondary to the use of the dwelling and compatible with surrounding residential uses. The ordinance establishes two tiers of home occupation permits:

- A. Small Home Occupation (\$140.00 due at time of submittal)** – A residence utilizing one room of a dwelling for business purposes.
- B. Large Home Occupation (\$250.00 due at time of submittal)** – The use of two or more rooms in a dwelling for business purposes. Permitted uses are Group Housing Situations in compliance with Article 6 of Chapter 9.4.110 of the Clovis Municipal Code.

Please complete the following information for evaluation of your Home Occupation Permit.

Name of Applicant \_\_\_\_\_

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

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

Contact Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Description of Business Activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Small Home Occupation

I \_\_\_\_\_ hereby certify that I have read the Home Occupation Ordinance and hereby agree to comply with the Ordinance. I understand that failure to operate in compliance with the Ordinance could constitute grounds for revocation of my Home Occupation Permit. I also understand that any incompleteness or falsification of any fact may result in denial of this application or revocation of any permit issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Large Home Occupation

I \_\_\_\_\_ hereby certify that I have read the Home Occupation Ordinance and hereby agree to comply with the Ordinance. I understand that failure to operate in compliance with the Ordinance could constitute grounds for revocation of my Home Occupation Permit. I also understand that any incompleteness or falsification of any fact may result in denial of this application or revocation of any permit issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**For Office Use Only:**

Planning Division

Phone Number: 324-2340

APN: \_\_\_\_\_ Zoning: \_\_\_\_\_

[ ] The use is permitted in the existing zone district.

[ ] The use is expressly not permitted in the existing zone district.

Comment: \_\_\_\_\_

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

Building Division

Phone Number: 324-2390

[ ] Permit required

[ ] No permit required

Comment \_\_\_\_\_

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

Phone Number: 324-2390

Fire Department

Phone Number: 324-2200

Comment \_\_\_\_\_

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