



# City of Pittsburg

Community Development Department – Planning Division

65 Civic Avenue, Pittsburg, CA 94565 | Tel: (925) 252-4920 | Fax: (925) 252-4814

## Home Occupation Permit Application

This permit is required of all home-based businesses located within the City of Pittsburg. Read Pittsburg Municipal Code sections [18.50.405](#) and [18.50.415](#), on the attached page, prior to completing this application.

A one-time processing fee of \$50.00, payable to the City of Pittsburg, is required with this application.

### I. GENERAL INFORMATION:

Applicant's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_ Property Owner's Address: \_\_\_\_\_  
 Description of the proposed business: \_\_\_\_\_

### II. CLASSIFY THE TYPE OF WORK TO BE PERFORMED AT THIS ADDRESS AND ANSWER QUESTIONS 1-12:

Office       Telephone       Educational       Arts and Crafts Production       Mail Order

Yes No

1.   Will there be more than one business conducted at this address?
2.   Are there any employees that work at the business address but do not live at the business address?
3.   Will more than 20% of the total floor area of the residence, or 10% of the site, be used for the business?
4.   Will any business signs or advertising devices be displayed on the exterior of the residence?
5.   Has there been or will there be any remodeling done to the residence to accommodate the business?
6.   Will the home-based business office or space within the residence be accessed by a door other than the front door?
7.   Will any aspect of the home-based business be conducted in the garage, shed or yard area?
8.   Will any goods or materials be sold, displayed, processed or manufactured at the residence?  
If yes, explain:
9.   Will the delivery or storage of any goods or materials occur on the premises?  
If yes, explain:
10.   Will any customer or client come to your residence in connection with this home-based business?
11.   Will more than one commercial motor vehicle, or any vehicle exceeding a gross vehicle weight of 15,000 pounds, used in connection with this business be parked at the business address?
12.   Does the business involve preparation, storage or handing of food at the business address?  
If yes, the proposed business must conform to the regulations set forth in Assembly Bill (AB) 1616, Cottage Food Operations.

**STOP: If you have not contacted a Planning staff member to discuss your Home Occupation Permit application, schedule an appointment or meet with a planner in the Planning Division, prior to submitting this application. If you have already spoken with a planner, read and sign the following:**

I have read and understand Pittsburg Municipal Code section [18.50.405](#), as reproduced on the page following this permit application, and I hereby state that my home occupation will conform to all provisions set forth therein.

I also understand that should Planning staff receive a complaint about the operation of this home occupation, this permit may be revoked by the Zoning Administrator and the business no longer be allowed to operate at this address.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner or Manager

Note: This Permit is not a Business License- Contact the Finance Department at 65 Civic Avenue, telephone (925) 252-4955 for a business license application

**FOR STAFF USE ONLY:**

APPROVED ( ) DENIED ( )      BY: \_\_\_\_\_      REMARKS/DATE: \_\_\_\_\_  
 ZONE: \_\_\_\_\_      GP: \_\_\_\_\_      RECEIPT NO: \_\_\_\_\_

Comments: \_\_\_\_\_

## PITTSBURG MUNICIPAL CODE SECTION [18.50.405](#)

### Standards for a Home Occupation Permit

**A home occupation permit may be issued only if the use meets all of the following conditions:**

A. The home occupation is not incompatible in any way with the residential character of the neighborhood;

B. There is no external evidence of its operation;

C. The use conforms to all of the following conditions:

1. Only a resident of the dwelling unit may be engaged or employed in the home occupation;
2. The primary function of the home occupation will not necessitate providing services to customers or clients within or on the site of the dwelling unit. An exception to this condition is the provision of an educational service and the supply of goods or materials to be used in conjunction with the educational service if the educational service does not create a neighborhood nuisance by the generation of noise or pedestrian or vehicular traffic beyond that normal for the area in which the use is located;
3. No goods, samples, materials or objects in connection with the operation of the home occupation may be stored or displayed on the site of the dwelling unit. This condition is not intended to prohibit the temporary interior storage of materials used in the operation of the home occupation; provided, that the storage complies with subsection (C)(5) of this section and does not create a health or safety problem or neighborhood nuisance;
4. No goods, products, or items may be maintained and sold from the dwelling as an activity of the home occupation, except as provided by subsection (C)(2) of this section. This does not include an activity regulated under the temporary use section of this title;
5. Not more than 20 percent of the total floor area of the dwelling or 10 percent of the site may be used in conjunction with the home occupation;
6. No sign, nameplate, or any other form of advertising used in connection with the home occupation may be displayed on the site;
7. No structure, addition, alteration or remodeling of the dwelling is permitted in connection with the home occupation;
8. Access to that portion of the dwelling used for the home occupation may only be through the main entrance to the dwelling unit;
9. One commercial motor vehicle, not exceeding a gross vehicle weight of 15,000 pounds, together with equipment, tools, and stock-in-trade may be maintained on the site provided such vehicle is used as the applicant's means of transportation and such tools and equipment are not used for the performance of services on the site and stock-in-trade is not sold from the site;
10. No noise, dust, smoke, odor, nor electrical interference may be emitted in conjunction with the home occupation and the use must comply with the performance standards prescribed by Chapter [18.82](#) PMC.

**The planning staff may refuse a home occupation permit even though the use may technically qualify with all these conditions if it finds that there is the possibility that the use may disrupt the residential neighborhood or that it is not in keeping with the intent and purpose of a home occupation.**

## PITTSBURG MUNICIPAL CODE SECTION [18.50.415](#)

### Uses Not Permitted as Home Occupations

The following occupations or activities and every similar use when conducted on a commercial basis and performed on the site of the applicant's dwelling may not be considered a home occupation and therefore not permitted in an R district.

- A. The repair, manufacture, processing, or alteration of goods, materials, objects, or equipment. However, dressmaking, tailoring and the manufacturing of arts and crafts items or the creation of artistic works, intended for off-site sale in which no equipment or process is used which creates an adverse impact on the neighborhood is permitted if the activity complies with PMC [18.50.405](#). This provision is also not intended to exclude the creation or processing of clerical, graphic, computer-generated, or administrative associate products;
- B. A use involving food handling, processing, or packing, except as permitted under AB 1616, Cottage Food Operations (see <http://cchealth.org/eh/retail-food/> for applicable forms, applications and regulations);
- C. Harboring, training, or raising animals, with the exception of the breeding and selling of no more than two (2) litters or broods of domestic animals in any calendar year;
- D. Either major or minor vehicle equipment repair or painting, including off-site mobile services. However, windshield or glass repair and minor dent removal are permitted; provided, that the service does not necessitate removal or replacement of any automobile body panel, engine part or paint; and provided, that the activity complies with the provisions of PMC [18.50.205](#) and [18.50.405](#);
- E. Sale or servicing of firearms or ammunition;
- F. Automobile washing and detailing, including off-site mobile services.