

Home Occupation Permit & Business License Application



energized for the future

209 E Kern St., Taft CA 93268-3292 Attn: Bus. License Coordinator • (661) 763-1350 EXT. 31

BUSINESS LICENSE TAX APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED BEFORE LICENSE CAN BE ISSUED • PLEASE ALLOW 7-10 DAYS TO PROCESS THIS APPLICATION

Business Name _____ Bus. Phone () _____
Business Location _____ Bus FAX () _____
(Cannot be P.O. Box per State of California, Business & Professions Code Section 17538.5)

Mailing Address _____ Start Date _____
Rate Type _____

DESCRIPTION OF BUSINESS _____ SIC CODE _____

OWNERSHIP: Corporation Corp-Ltd. Liability Partnership Sole Proprietor Limited Partnership Trust

State Lic. No. _____ Lic. Type _____ Expiration Date _____

Resale No. _____ FEIN No. _____ SEIN No. _____

Enter below names of Owners, Partners, or Corporate Officers

Owner Name _____ Title _____ Soc. Sec. No. _____
Home Address _____ Phone () _____
_____ Cell Phone () _____
(Cannot be P.O. Box) Drivers Lic. No. _____

Owner Name _____ Title _____ Soc. Sec. No. _____
Home Address _____ Phone () _____
_____ Cell Phone () _____
(Cannont be P.O. Box) Drivers Lic. No. _____

Additional Information

No. of Employees _____ No. of Rooms _____ Occupancy Limit _____ No. of Coin Operated Machine(s) _____
No. of Units (Apartment or Hotel/Motel only) _____ No. of Deliveries per Week (Wholesalers) _____

In case of emergency, please contact:

Name: _____ Phone () _____
Address _____

Do you own or lease property? If Yes, please enter property owner's name, address, and phone number.

Name _____ Phone () _____
Address _____

This license period is for the twelve months ending:

PLEASE CALCULATE AMOUNT DUE FROM SCHEDULE ON BACK OF THIS FORM BASED ON ESTIMATED GROSS RECEIPTS. ENTER TAX IN BOX BELOW AND SIGN.

Enter Estimated Gross Receipts: \$

Non-Refundable Review Fee one-time only \$

Estimated Gross Receipts are based on months:

Business License Tax \$

to

State Mandate Fee \$

TOTAL TAX DUE \$

Sales or use tax may apply to your business activities. You may seek written advice regarding the application of tax to your particular business by writing to the nearest State Board of Equalization office. For general information, please call the Board of Equalization at 1-800-400-7115.

PAYMENT OF A BUSINESS LICENSE TAX DOES NOT RELIEVE THE APPLICANT (BUSINESS) OF THE REQUIREMENT TO COMPLY WITH OTHER REGULATIONS OF THE CITY, COUNTY, STATE, OR FEDERAL GOVERNMENT. I DECLARE, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION CONTAINED ABOVE IS TRUE AND CORRECT.

Date: _____ Signature of Owner/Representative: _____

RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF TAFT



Where the average monthly gross receipts and sales are:

	At least	But Less Than	JAN thru DEC	APRIL thru DEC	JULY thru DEC	OCT thru DEC
A	\$ -0-	2,000.00	\$ 30.00	\$ 22.50	\$ 15.00	\$ 7.50
B	2,000.01	4,000.00	50.00	37.50	25.00	12.50
C	4,000.01	6,000.00	70.00	52.50	35.00	17.50
D	6,000.01	10,000.00	90.00	67.50	45.00	22.50
E	10,000.01	14,000.00	110.00	82.50	55.00	27.50
F	14,000.01	20,000.00	140.00	105.00	70.00	35.00
G	20,000.01	30,000.00	170.00	127.50	85.00	42.50
H	30,000.01	40,000.00	200.00	150.00	100.00	50.00
I	40,000.01	50,000.00	250.00	187.50	125.00	62.50
J	50,000.01 and over		Average Monthly Gross Receipts multiply by 0.005 (Example \$98,525 X 0.005 = \$492.63)			

ALL BUSINESS LICENSES EXPIRE DECEMBER 31 OF EACH YEAR.
License must be renewed within 15 days of expiration date.

SALES AND SERVICE

Accountant, certified public	Itinerant photographer;
Agent, real estate, all others	Laundry;
Airplane renting, sales or service	Machine shop;
Anesthetist	Manufacturer;
Architect	Mechanic;
Assayer	Medical lab or technician
Attorney	Mortgage companies
Auction house;	Oculist, optician, optometrists
Auditor	Painter;
Automotive sales and service	Pay or subscription television;
Bar and/or cocktail lounge;	Pharmacy;
Barbershop	Photographer and/or photographic studio;
Beauty Shop	Physician, surgeon, psychiatrist
Blacksmith;	Physiotherapist
Bookkeeping and accounting	Plumber;
Broker, real estate, insurance	Printing and publishing;
Carpenter	Private detective;
Chemists	Psychologist
Chiropracist	Repairman;
Chiropractor	Restaurant and/or dining room, coffee shop, lunch room, stand or lunch counter;
Cleaning and/or dyeing;	Retail and/or wholesale merchant;
Confectionery wagons;	Service station;
Contractors (Classification A, B, & C), All Builders;	Shoe repairing;
Dental lab (technician)	Soda fountain;
Dentist, orthodontist	Stockyard;
Designer, structural or building	Surveyors, licensed land
Draftsman	Television cable relay systems;
Electrician;	Travel bureau/ticket agency;
Engineer, registered	Veterinarian
Equipment lease or rental;	Warehouse;
Foundry;	Welder;
Garage;	The rendering of any service whatsoever.
Geologist	
Gymnasium;	
Ice plant;	

or the rendering of any service whatsoever

PROFESSIONALS - \$30.00

Accountant, certified public	Draftsman
Agent, real estate, all others	Engineer, registered
Anesthetist	Electrolysis
Architect	Esthetics (Skin care)
Assayer	Foot Spa
Attorney	Geologist
Auditor	Manicuring/Nail Salon
Barber	Medical lab or technician
Beautician (Cosmetology)	Mortgage companies
Bookkeeping and accounting	Nurse Practitioner
Broker, real estate, insurance	Oculist, optician, optometrist
Chemists	Physician, surgeon, psychiatrist
Chiropracist	Physiotherapist
Chiropractor	Psychologist
Dental lab (technician)	Surveyors, licensed land
Dentist, orthodontist	Veterinarian
Designer, structural or building	

LICENSE TAX/FEE SUMMARY SCHEDULE

FLAT RATE BUSINESSES	
Apartments or Courts	\$ 40.00 per year up to 4 units (ea. additional unit \$5 per year)
Arts and Crafts Fairs	\$ 30.00 per event 05-10 participants
	\$ 50.00 per event 11-24 participants
	\$ 75.00 per event 25-50 participants
	\$100.00 per event over 50 participants
Auto Wrecking	\$200.00 per year
Automobile Storage or Parking Lots	\$ 50.00
Billboard or Advertising Sign Business	\$ 100.00
Card Tables	\$1500.00 per year up to 5 tables + \$375.00 ea. table in excess of 5 tables.
Cleaners, Laundries	\$ 75.00 per year for each vehicle
Coin Operated Machines	\$ 30.00 per machine on site-maximum of \$200.00 per year
Collection Agency	\$ 40.00 per year
Dance Academy	\$ 30.00 per year
Hotels, Motels, Lodging Houses	\$40.00 per year less than 20 rooms-\$65.00 20-34 rooms-\$85.00 35-49 rooms- 50+ rooms-\$2.00
Campground, recreational vehicle park(RV park) or similar accommodation	\$40.00 per year for less than 20 spaces, \$5.00 per each space for 20 or more spaces
For operating commercial leasing property	\$30.00 for first 1,000 sq. ft., and \$20.00 per 1,000 sq. ft. thereafter
Importing Merchandise (Wholesale)	\$ 30.00 per year less than 2 deliveries/week \$40 2-3 deliveries/week - \$50.00 4 or more deliveries/week
Importing Merchandise (Retail)	\$ 50.00 per year for each vehicle
Itinerant Vendor, Peddler, Salesman, Solicitor, Etc.;	\$ 20.00 per quarter
Laundromats (less than 19 machines)	\$ 30.00 for the first machine, \$ 10.00 each additional per year – max. \$180
Palmist, Fortune Teller, Clairvoyant	\$500.00 per year
Rental Cars, Automobiles For Hire, Stages	\$ 30.00 per year for each vehicle
Secondhand Dealer or Secondhand Furniture Dealer	\$ 40.00 per year
Theater/Playhouse/Motion Picture	\$100.00 per year
Carnival/Traveling Show	\$500.00 for seven (7) days or less
Circus	\$250.00 for two (2) performances
Exhibition (vehicle)	\$ 30.00 for first day + \$10.00 per day for each exhibit in or upon vehicle
Open Air Theaters, Tents	\$ 30.00 first day + 10.00 per day for each additional day
Solicitor, Salesman, Service Repairman or Canvasser	\$ 10.00 registration fee per solicitor + tax on gross receipts
Taxicab	\$ 40.00 per year for each vehicle
Trading Stamp Company	\$100.00 per year
Trucking, Hauling	\$ 30.00 per year 8,000 lbs. and under
Wireless television Transmission	5% of gross revenues generated

***FOR ITEMS NOT SHOWN ON THIS SUMMARY SCHEDULE- PLEASE REFER TO TAFT CITY CODE.**



Planning Department
209 E. Kern Street
Taft, California 93268
(661) 763-1222 Ext. 31

OFFICE USE ONLY

Application No: _____ Date Received: _____ Fee Paid \$:60.00
Receipt No: _____ Received by: _____

APPLICATION FOR HOME OCCUPATION PERMIT

Applicant: _____ Phone No: _____
Mailing Address: _____ Cell No: _____
Property Owner: _____ Phone No: _____
Mailing Address: _____ Cell No: _____

Home Occupation Site Information

Home Occupation Address: _____
Assessor's Parcel Number(s): _____
General Plan Land Use Designation: _____
Zoning District: _____
Name of Proposed Home Occupation (Business Name): _____

Describe Business in Detail: _____

Please provide the following information:

Days per week of home occupation: _____
Hours per day of home occupation: _____
Name and number of employees (including self): _____

Number of deliveries of goods or materials to home (week/month): _____

Number of customer visits to home per week: _____

Machinery, equipment, and tools used: _____

Location and types of materials stored and used: _____

Vehicle and trailers used (number, type and size): _____

Processing: Upon submittal of a complete application and payment of fee, staff will process this application in accordance with City Codes. Upon approval, applicant will be required to sign the acceptance portion of this application and obtain a City Business License (if applicable).

6-5-12(B) HOME OCCUPATIONS

1. Purpose:

The regulations set out in this subsection (B) are designed to establish criteria under which residents can operate a home occupation. In order to establish a home occupation, the applicant shall submit a home occupation permit application for approval by the Planning and Building Director. The Director will determine if that operation of a home occupation is consistent with the requirements of the Taft Zoning Ordinance and is in accordance with the procedures herein set forth.

2. Application Contents:

An application for a home occupation permit shall include the following:

- Name and address of the applicant.
-
- Name(s) and address (es) of the property owner(s).
-
- Assessor's parcel number(s)
-
- Description of the home occupation including:

- (1) Trade name of business title;
- (2) Resale number, if any;
- (3) Detailed description of the proposed occupation; and
- (4) Tools, machinery or equipment required or used in the practice of the home occupation commercial vehicles normally associated with residential uses.

3. General Standards:

All home occupations shall adhere to the following standards:

- The home occupation shall not involve the use of commercial vehicles for the delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses.

- The home occupation shall be confined to an enclosed structure.
- Use of utilities and community facilities shall be limited to that normally associated with residential purposes.
- The home occupation shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance.
- No sign, other than real estate tract offices, golf courses, or country clubs, shall be permitted as set forth in subsection 6-5-2(F) of the Taft Zoning Ordinance.
- If the home occupation is to be operated by a tenant of the property, notarized written permission from the property owner for the use of the property for the home occupation shall be submitted.
- Storage or use of chemicals, solvents, mixtures, or materials that are corrosive, toxic, flammable, an irritant, a strong sensitized of other similar materials shall not be allowed as part of a home occupational.
- Public advertising (e.g. handbills) shall only list a phone number, home occupation operator's name, post office box, and description of business or service. Location information shall be limited to the City of Taft. Business address or location is not allowed in any public advertising.
- Operation hours of a home occupation shall be between 7:00 A.M. and 8:00 P.M. the home occupation shall be conducted by appointment only.
- All employees, partners, or operators of the home occupation shall be members of the resident family and shall reside on the premises.
- Up to 25 percent or 250 square feet, whichever is greater, of the total floor area of the dwelling unit and related accessory structures may be used for storage of materials and supplies related to the home occupation. Outside storage of any kind related to the home occupation shall not be permitted.
- The home occupation is subject to inspection by code enforcement personnel of the City of Taft, and other authorized personnel, during regular operating hours of the business.

4. Prohibited Uses:

The following uses, by their operation or nature, may interfere with residential welfare and diminish the convenience intended for commercial zones and are, therefore, not permitted as home occupations:

- Motor vehicle repair or service.
- Hairdressers for men and/or women.
- Gun or ammunition sales, including by mail order.
- Any use precluded by subsections (B) 3. (d) And (B) 3.(g) of this application.

5. Permit Revocation:

Noncompliance with the general standards, as outlined in subsection (B) 3. of this application, may be cause to revoke the home occupation permit in question, pursuant to section 6-28-1 of this Taft Zoning Ordinance.

6. Agreement of applicant to conditions of this permit:

I, the undersigned, understand that any permit issued pursuant to this application does not grant any right or privilege to use any building or land contrary to the provisions of the City Municipal Code. I will comply with the provisions of the Taft Zoning Ordinance, as set forth in this application. I hereby certify that the information provided in this application is to the best of my knowledge, true and correct.

Applicant's Signature

Date

Owner's Signature

Date

Applicant's signature and date indicates that the applicant has read the regulations set forth in this application and agrees to abide by all of them. Any violation of these regulations will result in making null and void any city approvals for the subject Home Occupation.

Staff Comments (for office use only):

6-5-12: DEVELOPMENT STANDARDS FOR SINGLE-FAMILY RESIDENCES:

(B)Home Occupations:

1. Purpose: The regulations set out in this subsection (B) are designed to establish criteria under which residents can operate a home occupation. In order to establish a home occupation, the applicant shall submit a home occupation permit application for approval by the planning and building director. The director will determine if that operation of a home occupation is consistent with the requirements of this title and in accordance with the procedures herein set forth.

2. Application Contents: An application for a home occupation permit shall include the following:

(a) Name and address of applicant.

(b) Name(s) and address(es) of property owner(s).

(c) Assessor's parcel number(s).

(d) Description of the home occupation including:

(1) Trade name or business title.

(2) Resale number, if any.

(3) Detailed description of the proposed occupation.

(4) Tools, machinery or equipment required or used in the practice of the home occupation.

3. General Standards: All home occupations shall adhere to the following standards:

(a) The home occupation shall not involve the use of commercial vehicles for the delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses.

(b) The home occupation shall be confined to an enclosed structure.

(c) Use of utilities and community facilities shall be limited to that normally associated with residential purposes.

(d) The home occupation shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance.

(e) No sign shall be permitted other than allowed for under subsection [6-5-2\(F\)](#) of this chapter.

(f) If home occupation is to be operated by a tenant of the property, notarized written permission from the property owner for the use of the property for the home occupation shall be submitted.

(g) Storage or use of chemicals, solvents, mixtures or materials that are corrosive, toxic, flammable, an irritant, a strong sensitizer or other similar materials shall not be allowed as part of home occupations.

(h) Public advertising (e.g., handbills) shall only list: phone number, home occupation operator's name, post office box and description of business or service. Location information shall be limited to community name only. Business address or location should not be included in any public advertising.

(i) Operating hours of a home occupation shall be between seven o'clock (7:00) A.M. and eight o'clock (8:00) P.M. The home occupation shall be conducted by appointment only.

(j) All employees, partners or operators of the home occupation shall be members of the resident family and shall reside on the premises.

(k) Up to twenty five percent (25%) or two hundred fifty (250) square feet, whichever is greater, of the total floor area of the dwelling unit and related accessory structures, may be used for storage of materials and supplies related to the home occupation. Outside storage of any kind related to the home occupation shall not be permitted.

(l) Business would be subject to inspection by code enforcement personnel and other authorized personnel during regular operating hours.

4. Prohibited Uses: The following uses, by their operation or nature may interfere with residential welfare and diminish the convenience intended for commercial zones, and therefore shall not be permitted as home occupations:

(a) Motor vehicle repair or service.

(b) Hairdressers for men and women.

(c) Gun or ammunition sales, including by mail order.

(d) Any use that would be precluded by subsections (B)3(d) and (B)3(g) of this section.

5. Permit Revocation: Noncompliance with the general standards as outlined in subsection (B)3 of this section may be cause to revoke the home occupation permit, pursuant to section 6-28-1 of this title.

(C)Secondary Residential Units:

1. Only one secondary residential unit shall be permitted on any one lot.
2. The secondary residential unit shall contain separate kitchen and bathroom facilities.
3. The maximum total gross floor area of the secondary residential unit shall not exceed eight hundred (800) square feet.
4. The secondary residential unit shall conform to the development standards for the zoning district in which it is located, including, but not limited to, standards for front, rear and side yard setbacks, height and lot coverage, but excluding density standards.
5. One off street parking space shall be provided for each secondary residential unit in addition to parking required for the existing residence according to the standards of section 6-23-3 of this title. Tandem parking shall not be permitted.
6. The secondary residential unit shall be constructed in such a manner as to be compatible with the existing neighborhood in terms of form, height, material and landscaping. In addition, the principal entrance to the secondary residential unit shall not be visible from the street.
7. The secondary residential unit shall not create excessive noise, traffic congestion or parking congestions, or overload public facilities such as water and sewer services.
8. Secondary residential units shall not be constructed on lots having less than six thousand (6,000) square feet of land area.
9. Residential uses to which secondary residential units are added shall be owner occupied.
10. Secondary residential units shall not be permitted on lots with existing nonconforming uses.

11. The secondary residential units shall conform to any other conditions or standards which in the judgment of the planning commission are necessary to mitigate possible adverse impacts on the neighborhood.

12. Existing secondary units may be permitted by obtaining a conditional use permit in accordance with the requirements above and by meeting the requirements of the current building codes as certified by the building inspector through an inspection of the unit and payment of appropriate inspection fees.

(D)Modification Approval: The planning director may approve a modification of the above standards upon making any of the following findings:

1. Such modification is needed for safety reasons, to comply with other applicable codes, laws, ordinances, rules and regulations. Such determination may be made by means of elevations, photographs, renderings and/or site plans as the director deems necessary; or

2. The proposed alteration or addition to an existing residence will be a continuation of existing architectural style. (Ord. 622-95, 1-10-1995)

(E)Decisions: The decision of the director shall be final, unless appealed, within fifteen (15) calendar days, as provided in section [6-26-8](#) of this title. (Ord. 723-05, 7-19-2005)