



## Department of Conservation and Development

### HOW TO APPLY FOR A MINISTERIAL HOME OCCUPATION

#### (Ord. Chapter 82-40 Home Occupation)

Many people find it convenient and beneficial to conduct their businesses out of their own homes. This is permitted in every legally established residential dwelling unit in any zoning district in Contra Costa County after the issuance of a Home Occupation Permit. There are two mechanisms to distinguish between Home Occupations: One having minimal impact which is usually issued ministerially over the counter and those having the potential for greater impacts on surrounding properties which requires a land use permit (please call 925-674-7200 for information regarding the land use permit process). ***“Home Occupation” means a business activity that is conducted at a residential dwelling by a person residing in the dwelling and is a secondary and incidental use of the dwelling as a residence.***

***Please see County Ordinance Code Chapter 82-40 regarding Home Occupations. Additionally, a business license from the Tax Collector’s Office must be obtained for a Home Occupation. Other regulations and agency approvals may apply depending on the nature of the occupation.***

**A Home Occupation must comply with the following standards:** 82-40.010 – Standards applicable to all Home Occupations.

1. Use. The Home Occupation must be incidental and subordinate to the use of the property as a residence.
2. Parking. No portion of a Home Occupation may occupy a required off-street parking space or cause an off-street parking space to be displaced, except that one required off-street parking space may be occupied by a business-related vehicle.
3. Traffic and deliveries. The Home Occupation may not generate vehicular traffic that exceeds the traffic normally associated with a single-family residential use. Deliveries to the Home Occupation may not exceed the frequency of deliveries and types of vehicles normally associated with residential neighborhoods. Deliveries to the Home Occupation may occur only between the hours of eight a.m. and eight p.m.
4. Appearance. The residential appearance of the property at which the Home Occupation is conducted must be maintained, with no exterior indication of a Home Occupation. Exterior signs advertising the Home Occupation, window displays, outdoor displays, and other exterior indications of the Home Occupation may not be used.
5. Storage. No equipment, parts, materials, supplies, merchandise, refuse or debris may be stored outdoors. Equipment, parts materials, supplies or merchandise may be stored within a permanent, fully enclosed compartment of a passenger vehicle or truck. No refuse or debris may be stored in any vehicle. No hazardous chemicals may be stored at the site of a Home Occupation, other than those normally associated with a residential use.
6. Nuisances. No noise, odor, dust, fumes, vibration, smoke, electrical interference, or other interference with the residential use of adjacent properties may be created by the Home Occupation. The Home Occupation may not result in water, electricity, garbage, sewer, or storm drain usage that exceeds normal residential usage.

**1. MINISTERIAL PERMIT- WHAT YOU NEED TO KNOW: 82-40.012 - Home Occupation—Ministerial permit (Usually issued over the counter).** An application for a home occupation permit will be ministerially approved only if it complies with the following standards in addition to the standards specified in Section 82-40.010:

- A.** Location: The home occupation must be conducted entirely within one of the following:
1. A residential dwelling unit. No more than one room, or twenty percent of the floor area, whichever is greater, may be used for the home occupation.
  2. An accessory building to a residential dwelling unit, if the accessory building complies with the setback requirements that apply to the principal structure in the zoning district where the accessory building is located.

- B. Employees. Only the residents of the dwelling unit may be involved in the conduct of the Home Occupation, except as otherwise provided by state law.
- C. Clients or customers. No clients or customers are permitted at the site of the Home Occupation, except for students engaged in individual home instruction. If student visits occur, only one student may be present at one time, no more than six student visits may occur per day, and students may be present only between eight a.m. and six p.m.
- D. Vehicles. One business-related vehicle, with a rated capacity of up to one ton, is permitted at the site of a Home Occupation, except that the following types of vehicles are prohibited: limousines, dump trucks, tow trucks, construction vehicles (e.g., front-end loaders, backhoes), trailers (e.g., construction trailers, chipper trailers), construction equipment (e.g., cement mixers, chippers), vehicles with a rated capacity of one ton or more, and similar vehicles.

**2. How to obtain your application and apply for a Ministerial Home Occupation Permit:**

- No plans required
- Application can be found online at [www.cccounty.us/apc](http://www.cccounty.us/apc), click on Planning Applications and scroll down to Minor Planning Application. Fill out the online form and submit for review.
- **Owner of the property must sign the application. If Assessor information does not reflect the current owner, a copy of the recorded deed will be required to verify ownership.**
- There is a one-time fee of \$150.00 which is required at time of submittal.

If you have any further questions, please contact the APC at 925-674-7200.