



CITY OF MOORPARK
HOME OCCUPATION PERMIT (HOP) APPLICATION
FEE: \$110.00

Return completed Home Occupation Permit application and payment of \$110.00 in person at Moorpark City Hall, 799 Moorpark Avenue, Moorpark, CA. Make checks payable to the "City of Moorpark" **PLEASE DO NOT MAIL THE FORMS.** (Please type or write legibly.)

Address of premises for which permit is requested _____
A home occupation is the interior and incidental use of a dwelling, in all residential zones and in the residential portion of specific plans, for business purposes with a valid home occupation permit meeting all of the requirements of section 17.28.020 B. of the Moorpark Municipal Code.

Proposed Home Occupation (Check all that apply):

- Home Office -Arts/Crafts -Photography -Internet/Telephone -Contractor -Sales -Service
- Gardening/Home Maintenance -Janitorial -Instruction/Teaching/Tutoring -Other

Briefly Describe HOP Activities: _____

Business Name: _____

Applicant: _____
Address: _____

Phone: _____
Signature: _____
Date: _____
E-mail: _____

Property Owner: _____
Address: _____

Phone: _____
Signature**: _____
Date: _____

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** By signing, the property owner hereby certifies that the proposed home occupation is allowed under the rental/lease agreement.

STAFF USE ONLY

H.O.P. Number: _____ B.R. Number: _____

Comments: _____

Approved by: _____ Date: _____

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CRITERIA FOR HOME OCCUPATIONS:

1. The applicant shall be the home owner, or in the case of a rental housing unit, the applicant shall provide a signed owner's statement that the proposed home occupation is allowed under the rental agreement.
2. Accessory structures shall not be used for home occupation purposes.
3. Persons other than residents of the property shall not be engaged on the property in the home occupation.
4. The home occupation shall not generate pedestrian or vehicular traffic beyond that normal to the zoning district in which it is located.
5. Customer services or sales of goods, wares or merchandise on-site shall not be permitted, except by mail or electronic communication. Instruction, tutoring or teaching of a maximum of three students per session and/or six students per day, whichever is more restrictive shall be allowed. The community development director may make allowances for single events having more than the maximum of six students per day and/or three students per session.
6. Commercial vehicles, having a specific manufacturer's gross weight rating of ten thousand (10,000) pounds or more in connection with the home occupation, shall not be permitted as limited by Section 10.04.300 – Commercial Vehicles in Residential Areas.
7. A maximum of one (1) commercial vehicle, having a specific manufacturer's gross weight rating of less than ten thousand (10,000) pounds, in connection with the home occupation shall be permitted so long as it is legally parked either on the street or on the site.
8. The use of signs, merchandise, products or other material or equipment displayed for advertising purposes shall not be permitted.
9. Outdoor storage of materials and/or supplies or other outdoor activity related to the home occupation shall not be permitted.
10. Uses, by reason of color, design, materials, construction, smoke, dust, fumes, odors, glare, lighting, noise or vibrations, that alter the residential character of the dwelling, or unreasonably disturb the peace and quiet of the surrounding area shall not be permitted.
11. The home occupation shall be limited to no more than ten percent (10%) of the gross floor area of the residence, or in no case less than 150 square feet, whichever is greater. Related materials and supplies shall be stored only in the designated area approved by the community development director. No structural alterations shall be permitted within the dwelling unit to separate any area used for a home occupation from the dwelling space. No area used for a home occupation shall be subleased or rented to another party.
12. A valid Moorpark city business registration permit or license shall be required.
13. There shall be no storage of flammable, toxic, hazardous, combustible materials indoors or outdoors, including, but not limited to, gasoline, solvent or gun powder for purposes beyond those normally used for normal household purposes.
14. The garage, carport, or accessory structures shall not be used for home occupation purposes. There shall be no storage in the garage, carport or dwelling of any materials or supplies not recognized as being part of normal household or hobby use.
15. The home occupation shall not create excessive demand for municipal or utility services or community facilities beyond those customarily provided for residential uses.
16. There shall be no on premise use of material or mechanical equipment not recognized as being part of normal household or hobby use.
17. On-site sales of goods, wares or merchandise or on-site commercial activities in residential zones, except as allowed by section 17.28.020B.1.b.v. is prohibited.

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I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS APPLICATION AND THE CRITERIA FOR HOME OCCUPATIONS, AND AGREE TO COMPLY WITH ALL PROVISIONS OF THE CITY ZONING CODE.

Signature

Date

Staff: _____