

HOME OCCUPATION PERMIT

Applications for a use permit for a home occupation may be granted by the Planning Director provided the use is in compliance with Yreka Municipal Code Section 16.46.020. The Planning Director may impose conditions so as to assure compliance with the standards set forth in this section. In the event the application is denied by the Planning Director, the applicant may file the application with the Planning Commission and the application shall be heard and determined as provided in Section 16.44.040.

Exceptions may be granted by the Planning Commission if the home occupation consists of an artistic, recreational or hobby activity that is primarily intended for casual or leisure time enjoyment, and which does not contribute significantly to the home owner's income. Such artistic, recreational or hobby activities shall not be permitted if it causes unreasonable vehicular traffic, parking congestion, noise, nuisance, odors, or is a danger to the health, welfare, peace, morals or safety of other residents or residences within the neighborhood. No inventory may be carried nor commodities sold on the premises which is other than incidental to the artistic, recreational or hobby activity. Product created on the premises may be sold off-site.

Application submittal Requirements:

- Application form along with check for \$75.00 payable to the City of Yreka.
- Letter describing proposed use in detail.
- Site photographs showing front of property and adjacent property.

Most Home Occupation Permits can be approved administratively. The estimated time for the processing of an Administratively Approved Home Occupation Permit is 1 week.

The estimated time for the processing of a Permit requiring Planning Commission approval varies. The Planning Commission meets on the 3rd Wednesday of each month, and in order to be placed on the Agenda, the application must be received as complete by the last working day of the previous month. There is a 10-day appeal period after approval by the Planning Commission; if not appealed, the permit is issued.

Once the permit has been approved, then the next step is to obtain a City Business License. The City Business License Application is available at City Hall 701 Fourth Street, Yreka, and also on the City's website www.ci.yreka.ca.us.

Application for Home Occupation Permit

City of Yreka

701 FOURTH STREET, YREKA, CA 96097
(530) 841-2324

- Use Permit- Administrative approval **\$75.00**
- Planning Commission Approval \$150.00
- Cottage Food Operation – Requires Siskiyou County Health Department Approval.

Applicant: _____

Applicant mailing address: _____

If Other Than Applicant,

Name of Property Owner: _____

Property Owner Address: _____

Project Location: _____

- Brief description of Proposed Project: Use of home phone and street address in conjunction with the business of: _____

See attached letter for full description of project and site photographs.

A “Home Occupation” means a business or occupation located in a dwelling that is secondary to the use of the dwelling as a residence, and meets the requirements of Yreka Municipal Code Section 16.46.020.

16.46.020 – Home Occupations:

- A. Home occupations are permitted in all residential zones subject to the following standards:
1. There shall be no display of items for sale; no on-site advertising signs;
 2. No stock in trade, inventory, or supplies shall be kept on premises except in an enclosed building.
 3. No commodity shall be sold upon the premises;
 4. No person employed except such as is necessary for housekeeping purposes.
 5. The activity shall be one which is customarily incidental to and not inconsistent with the use of the premises as a dwelling;
 6. Such activity shall be of a nature and conducted in such a manner that there is no generation of additional pedestrian or vehicular traffic beyond what is normal for zone.
 7. The activity shall not create noise levels, which disturb adjacent properties.
 8. There shall be no advertising of any nature, including signs on vehicles, setting forth or identifying the location of any such business.

Specific Exceptions will apply, if the home occupation consists of a Cottage Food Operation.

I agree to abide by all of the ordinances of the City of Yreka, state law, and federal law; and I authorize city representatives to enter upon the above mentioned property for inspection purposes, and to record any notice of code violation pursuant to Y.M.C. Ch. 11.40 and/or Ch. 16.08 with the office of the Siskiyou County Recorder.

I have read and understand Yreka Municipal Code Section 16.46.020 relating to Home Occupations and I agree to comply with any terms or conditions of any entitlement issued or permitted by the City pursuant to this application.

APPLICANT SIGNATURE: _____

DATE: _____ Day-time telephone #: _____ e-mail address: _____

PROPERTY OWNER'S SIGNATURE: (REQUIRED) _____

Acknowledgement of application submittal

Property Owner's Name : (Please print) _____

FOR CITY USE ONLY:

Date application received as complete: _____ Fees Paid _____ Check # _____ Cash _____ Permit # _____

Zone _____ General Plan Designation _____ Assessor's Parcel # _____ Revised 7/18/2019