



# ZONING COMPLIANCE REVIEW FOR BUSINESS LICENSES

## *Residential Application*

Application Fee: \$51

Date

(For Departmental Use Only)

### INSTRUCTIONS:

- This review is required for any business operating from a residence in Union City (e.g. home businesses)
- Please read the regulations on page 2 before answering the questions page 3
  - **All questions must be answered;** write "N/A" if a question does not apply
  - Incomplete applications may be rejected, and resubmittals/new applications are subject to a \$51 fee
- Completed applications and payment can be submitted in-person at City Hall during business hours
- Alternatively, completed applications **and** proof of payment can be emailed to [Planning@unioncity.org](mailto:Planning@unioncity.org)
  - Payments can be made with the Finance Department by calling 510-675-5312
  - Applications sent without proof of payment will not be reviewed

### CONTACT INFORMATION (Print or Type)

Applicant/Operator Name:
Business Name/Doing Business As:
Business/Home Address:
Email (required):
Phone:
Website:

### STAFF DETERMINATION (For Departmental Use Only)

<input type="checkbox"/> <b>Approved*</b> – Use is permitted:	
<input type="checkbox"/> <b>Disapproved</b> – Use is Not Permitted:	
<input type="checkbox"/> <b>Incomplete Application:</b>	
Staff Reviewer:	Date:

***\*This form must be submitted to the Finance Department within 180 days of Planning's review. This review is not an entitlement and the business must comply with all applicable regulations in effect.***

## GENERAL PROVISIONS FOR HOME BUSINESSES

Pursuant to Chapter 1.16 of the Municipal Code, failure to comply with the above stated provisions as well as any other provisions of the Municipal Code, is considered an infraction subject to citation. Please review applicable Municipal Code sections carefully. Below is a summary of the regulations, the full text is available in Chapter 18.32.020.G of the Municipal Code (<https://qcode.us/codes/unioncity/>).

1. Home businesses are only allowed to operate inside legal residences by the resident(s).
2. Businesses with employees cannot operate from a residence.
3. The home business must be clearly secondary to the use of the structure as a residence.
4. No more than 20 percent of the total floor area of the home can be used for a home business.
5. Garages, sheds, and other detached structures cannot be used for the home business.
6. Garages, sheds, and other detached structures cannot be used for living or sleeping in order to accommodate a business.
7. Entry to the designated work area must be from inside the house; no direct access to the outside is permitted.
8. Only one (1) sign that measures one and one-half (1.5) square feet is allowed; the sign must be located flat against a wall or window. No business related displays shall be visible in windows, in front yards, on dwellings, etc.
9. Home businesses that create noise, which can be heard at the sidewalk or by neighbors, are not permitted.
10. Only one (1) business related vehicle is allowed at a dwelling, and the vehicle must be parked inside the garage. If a property does not have a garage, then the vehicle must be parked in a designated carport or parking space. Any vehicle that cannot fit into a standard size garage space (10' by 20') must be legally parked in another city; a verifiable lease agreement is required.
11. All equipment and supplies related to the home business must be stored in the house or inside a truck (1/2-ton capacity or smaller) and parked inside the garage. Business related equipment and supplies cannot be stored outside, in sheds, other accessory structures, or inside the garage (when not on the truck.)
12. Home businesses must not result in creating excessive foot, car, or truck traffic to the neighborhood. 11. The following business activities are not allowed as home businesses:
  - a. Any teaching or activities that involves more than one (1) pupil or student.
  - b. Personal services such as photo studios, beauty parlors, massage parlors, tea rooms, barber shops, health studios, animal hospitals, kennels, etc.
  - c. Repair services such as repair of household appliances, furniture, electronic equipment, automobiles and their parts, and the like and handicraft work (e.g. woodwork, cabinetry, metal working, welding, etc.)
  - d. The sale and trade of dangerous goods such as chemicals, guns, fireworks, etc.)
  - e. Any use that requires a large vehicle that cannot fit into a standard garage space (10' by 20').
  - f. The sale of cars and other vehicles.
  - g. Any food use that does not meet the definition of "cottage food" under the California Homemade Food Act.
  - h. Clinics, hospitals, and medical related uses.

Permitted home businesses are referred to as "home occupations" in the Municipal Code. A "home occupation" is any use customarily conducted entirely within the dwelling and carried on by the inhabitants of the property, which is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the residential nature of the property. The provisions above are the most common regulations that all eligible home businesses must meet and follow. *It is the responsibility of the business operator to **understand and comply** with all applicable City regulations.*

*I agree to adhere to all of the listed provisions. I further declare under penalty of perjury, that to the best of my knowledge, all information contained on the Home Occupation Questionnaire is true and complete.*

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Signature of Business Operator

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Printed Name

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Date

## HOME OCCUPATION QUESTIONNAIRE

**Please print or type your answers, additional space is available on the back of this page.**

1. Describe the home business ( <i>explain the services and goods offered</i> ): _____ _____ _____
2. Which of the following best describes the nature of your home business (choose one)? <input type="checkbox"/> Administrative <input type="checkbox"/> Retail <input type="checkbox"/> E-Commerce <input type="checkbox"/> Professional Services <input type="checkbox"/> Other ( <i>Describe</i> ):
3. How many businesses are operating from this residence ( <i>specify any other businesses</i> )?
4. Where in the home will the business operate ( <i>specify the room or rooms</i> )?
5. Who will operate the business?
6. What is the total square footage of the residence?
7. What is the total square footage of the space dedicated to the home business?
8. What are the hours of the business when it is conducted inside the residence?
9. What percentage (%) of the business will be conducted at the residence?
10. What percentage (%) of the business will be conducted off-site?
11. List and explain any changes or alterations to the residence to conduct the business?
12. Describe any signage or window display associated with the home business.
13. Does the business have any staff? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If <b>yes</b>, specify how many and their work location:</i>
14. What machinery, equipment, and supplies will be used to conduct the business?
15. If anything devoted to the business is stored on-site, describe what it is, and where it is stored.
16. List the make, model, and license plate number of any vehicle(s) associated with the business.
17. Where are the business vehicle(s) parked when not in use? * _____
18. Is there potential for noise or electronic interference from machinery, equipment, or vehicle(s) that will be used? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If <b>yes</b>, explain:</i> _____
18. Does the business require delivery of goods to/from the residence or visits from clients or the general public to the home? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If <b>yes</b>, describe frequency and hours when this occur:</i> _____
19. If occupation involves instruction, how many pupils would be instructed at one time?
20. <b>Trucking/transportation uses only.</b> Provide USDOT registration number:

*\*A **valid, legible, and verifiable** lease in another City is required when a vehicle cannot fit in a standard sized garage (20' by 20')*

