

HOME OCCUPATION CLEARANCE FORM

Requests for Home Occupations that comply with the standards identified in [Lincoln Municipal Code Chapter 18.62](#) are permitted nonresidential activities in residential zones. Requests for Home Occupations are reviewed as part of City Business License applications for compliance with the Home Occupation standards outlined below.

A home occupation is a business activity carried on within a dwelling by its inhabitant(s). The activity must be incidental to the residential use of the dwelling and must not change the residential character of the surrounding area by generating more traffic, noise, or storage of material than would otherwise be expected in a residential zone.

The conduct of a home occupation shall be subject to the following conditions and criteria:

- A. Number.** No more than two (2) home occupations shall be permitted in a dwelling unit.
- B. Employees.** The home occupation(s) shall be operated by no more than two individuals, both of whom shall be inhabitants of the dwelling unit.
- C. Maximum Area.** The home occupation(s) shall not require the use of more than 15% of the total floor area of the dwelling units, and such use shall be clearly incidental to the use of the dwelling as a residence.
- D. Parking.** The home occupation(s) shall not require the elimination of required off-street parking spaces.
- E. All Activities Indoors.** The home occupation(s) shall be conducted solely within the dwelling unit and not within a garage or other accessory building or on or within an unenclosed area.
- F. Signage.** No signs advertising the home occupation(s) shall be allowed.
- G. Flammable or Hazardous Materials.** The home occupation(s) shall not require the storage of flammable or hazardous materials.
- H. Vehicles.** Vehicles relating to the home occupation(s) shall not be parked at the subject residence if they are larger than a standard pickup or van. Not more than one (1) vehicle specifically for use in conjunction with the home occupation shall be permitted.
- I. Equipment.** No equipment or material relating to a home occupation (other than a permitted vehicle) shall be parked or stored outside of the subject residence.
- J. Noise, Odors.** The home occupation(s) shall not create adverse levels of noise, dust, odors or vibrations above the ambient levels in the surrounding neighborhood.
- K. Hours of Operation.** Home occupation(s) will have limited business hours of 7:00am to 6:00pm only.
- L. Commercial Food Handling.** No home occupation(s) shall involve commercial food handling, processing or packing. * Cottage Food Operations (CFOs) located in a private home where low-risk food products are prepared for sale and consumption are permitted with a County Cottage Food Operator Permit. *
- M. Deliveries.** The delivery of materials to the residence shall not exceed more than two (2) deliveries of products or materials per day. No delivery shall involve the use of commercial vehicles, no delivery shall be by vehicles larger than an automobile, pickup or typical delivery van, such as, but not limited to, UPS, FedEx and USPS-type home pickups and deliveries.
- N. Inspection.** The City may, from the hours of 7:00am to 6:00pm, enter the premises for the purpose of inspecting to determine whether the conditions and criteria listed are being complied with.
- O. Fees.** The person conducting the home occupation shall pay a business license fee in the amount set by the City.

NOTE: If a home occupation involves at least one of the following criteria, a Conditional Use Permit may be required:

- 1. Personal Contact.** Personal contact with customers at the applicant's residence.
- 2. Making of Merchandise for Sale.** A use permit may be issued provided that the storage of such merchandise does not exceed total allowable area for home occupations and does not require the transporting of material or finished product by means other than an automobile, pickup, or standard size van, and shall not create adverse levels of noise, dust, odors, or vibrations above the ambient levels in the surrounding neighborhood.
- 3. Number.** Three (3) or more home occupations in a dwelling unit.

Please contact the Planning Division (businesslicense@lincolncal.gov) if you meet one of the criteria above. If you have any questions regarding Home Occupation regulations, please contact Planning.



HOME OCCUPATION CLEARANCE FORM

Name of Applicant: _____ Email Address: _____

Name of Business/Home Occupation: _____

Home Address: _____

Work Phone # _____ Cell Number: _____

Mailing Address: _____

Type of Business: _____

Provide a detailed description of the business and how it will operate, including all activities that will take place within the home: _____

Will the general public have access to your home business? Yes _____ No _____

(If yes, you will be required to provide access for clients under the California Building Code and the Americans with Disabilities Act (ADA).)

I certify that I have read the information contained herein, that I understand the terms and conditions applicable to a Home Occupation Clearance, and further state that I agree to abide fully by all Home Occupations regulations contained in Lincoln Municipal Code Chapter 18.62 and any special conditions noted herein. Initial _____

I understand that approval of Home Occupation Clearance does not relieve me of my duty and obligation to comply with all other rules, regulations, ordinances, or laws governing the use of the premises and structures thereon, including, but not limited to, the California Building Codes and any private restrictions (i.e. CC&R's/HOA) relative to the property. Initial _____

I hereby affirm that the information given herein is correct and complete.

Applicant Signature: _____ Date: _____

PROPERTY OWNER AUTHORIZATION: (If the applicant is not the property owner of record), I authorize the Applicant to file this application.

Property Owner (Print): _____ Phone Number: _____

Address: _____

Owner's Signature: _____ Date: _____
