

HOME OCCUPATION APPLICATION

CITY OF WATSONVILLE – Community Development Department

250 Main Street

Watsonville CA 95076

(831) 768-3050 (831) 728-6154



APPLICATION FEES

☐ HOME OCCUPATION PERMIT

\$ _____

AUTHORITY: Home Occupations must comply with the conditions of operation in Chapter 14-12 of the Watsonville Municipal Code, which are listed on the back of the application. This application form is provided for persons who propose to operate a home-based business within the City of Watsonville. As an applicant, you must complete this form as prescribed, incorporate all requested information, and submit the application fee along with the completed application to the City of Watsonville Community Development Department.

City Use Only

File No. _____

Receipt # _____

Date Paid _____

GENERAL INFORMATION

APPLICANT NAME _____ PHONE _____

APPLICANT ADDRESS _____

BUSINESS NAME _____

BUSINESS ADDRESS (IF DIFFERENT) _____

PROJECT INFORMATION

PROPOSED BUSINESS ACTIVITY (include any equipment, processes, delivery or storage related to the business) _____

ARE THERE RETAIL SALES?

☐ YES

☐ NO

REPAIR/MAINTENANCE/CLEANING OF MACHINERY, AUTOMOBILES, ETC?

☐ YES

☐ NO

PREPARATION/PACKAGING OF FOOD?

☐ YES

☐ NO

APPLICANT DECLARATION

I hereby certify under penalty of perjury that the statements furnished present all information required for this application, and that the facts, statements and information presented are true and correct, and based upon my personal knowledge. I hereby acknowledge my obligation to comply with the City of Watsonville Municipal Code as it pertains to my business and to obtain any and all necessary City, County, State, and Federal permits, approvals and/or clearances including, but not limited to, building and electrical permits. Further, I hereby certify that I have read, understand and have received a copy of the conditions as contained in Section 14-12 of the Watsonville Municipal Code for the operation of a home occupation and hereby agree to comply with such conditions. I also understand that should I fail to comply with the agreed upon conditions, my home occupation permit may be immediately revoked and that all other application penalties, including prosecution, may be pursued.

Applicant's Signature

Date

STAFF USE ONLY

APN _____ ZONING DISTRICT _____ ALLOWED USE? (Y/N) _____

DATE APPROVED _____ STAFF SIGNATURE _____

DATE DENIED _____ BY _____

REASON FOR DENIAL _____

PERMIT NO. _____ RECEIPT NO. _____ DATE PAID: _____ RCVD BY: _____

Sec. 14-12.1100 Purpose. The purpose of this chapter is to provide opportunities for limited commercial and business activities within the City's residential neighborhoods, provided that such activities are compatible with, and do not detract from, the peace, quiet, character, and quality of the City's residential areas.

Sec. 14-12.1101 Permits. No home occupation shall be permitted without the prior issuance of a home occupation permit. Applications for a home occupation permit shall be made upon forms furnished by the Planning Department, and shall be subject to review and approval by the Zoning Administrator.

(a) *Exceptions.* A home occupation permit shall not be required for any activity or operation with an annual income of less than Five Hundred and no/100ths (\$500.00) Dollars, or one for which a business license is not required.

Sec. 14-12.1102. Permits: Criteria. Applications for a home occupation permit shall be evaluated and investigations conducted using the following criteria, which shall also be incorporated as minimum conditions of approval:

(a) The home occupation shall be compatible with, and secondary to, the use of the premises as a residential dwelling unit;
(b) The home occupation shall be conducted only by a resident of the dwelling unit in which it occurs. One additional member of the immediate family may assist with the home occupation of he or she also resides at the premises in which the home occupation occurs. No one other than the residents of the dwelling unit shall be employed in the conduct of the home occupation;

(c) No more than one room, or the equivalent of twenty (20%) percent of the ground floor area of the dwelling unit, whichever is greater, shall be used to conduct the home occupation;

(d) The home occupation shall be conducted entirely within the dwelling unit or existing accessory structure, provided, however that the home occupation does not detract from any required living, parking, or storage areas. No building additions or new structure shall be permitted in order to accommodate a home occupation;

(e) There shall be no change in the outside appearance of the dwelling or premises, or any visible evidence of the conduct of a home occupation.

(f) Raw materials, intermediate and finished materials, or products, equipment, parts, appliances, vehicles, and by-products of the home occupation shall be stored indoors and shall not be visible from outside the premises;

(g) Signs used in the home occupation shall comply with Chapter 6 of Title 8 of this code;

(h) The home occupation shall not be conducted between the hours of 10:00 p.m. and 8:00 a.m.;

(i) The home occupation shall not generate additional pedestrian or vehicular traffic; shall not require additional off-street parking spaces for clients or customers; and shall not involve the use of commercial vehicles with six (6) or more wheels for pickup or delivery of materials to or from the premises;

(j) The home occupation shall not use more than one motor vehicle. Such vehicle shall be owned by the resident of the dwelling, shall be parked in an adequate off-street parking area, and shall not exceed three-quarter (3/4) ton in size;

(k) The home occupation may provide on-site sales and/or service provided that the following criteria are met:

(i) The sales and/or service shall not necessitate a need for additional on-site parking;

(ii) Sales and/or services to clients shall be provided on an appointment only basis;

(iii) No more than two (2) clients per hour and sixteen (16) clients per day shall be permitted on-site; and

(l) The home occupation, in combination with the residential use of the dwelling, shall not cause a substantial increase in the use any one or more public utilities including, but not limited to, water, sewer, gas, electricity, and garbage collection;

(m) The home occupation shall dispose of all waste materials or by-products on a regular, timely basis, in conformance with applicable garbage collection, Fire Department, and environmental health regulations;

(n) The home occupation shall be limited to the use of hand-powered and/or electrically powered tools or devices on the premises. Electrically powered tools or device shall not exceed one horsepower capacity or equivalent;

(o) The home occupation shall not utilize any equipment or process which creates noise, vibrations, glare, fumes, odor, smoke, hazardous materials, audio or visual electrical interference in a radio and/or television receiver, or line voltage fluctuations, any of which are detectable to the normal senses of the property line;

(p) Automotive or vehicular production, repair, or modification, and parts assembly, modification, repair, or installation shall not be permitted as a home occupation; and

(q) The home occupation shall be limited to one type of occupation per residence.

The Zoning Administrator is hereby authorized to add to, modify, or delete home occupation conditions of approval as necessitated by a specific permit application. The Zoning Administrator, if necessary, is further authorized, but is not required, to call a public hearing and/or refer a specific home occupation application to the Design Review Commission, Planning Commission, or City Council for review and final determination. Such referral shall be made in writing.

Sec. 14-12.1103. Appeals. Any interested person shall have the right to appeal any ruling, order or action under this chapter pursuant to the provision for appeals contained in Part 9, Chapter 14-10 of Title 14 of this Code.

Sec. 14-12.1104 Periodic Review. Home occupations may be subject to periodic, unannounced inspection by the Zoning Administrator or delegate in response to complaints or to ensure compliance with the home occupation permit.

Sec. 14-12.1105 Permits: Nontransferable. Home occupation permits shall be granted personally to the applicant only, and shall not be transferable to any successor or assign.

Sec. 14-12.1106 Permits: Revocation. Home occupation permits may be revoked by the Zoning Administrator and/or Planning Commission for violation of any of the conditions of approval, provisions of this Code, or for substantial changes in size, scale, or type of occupation. A public hearing may be held to consider a permit revocation. The public hearing shall be noticed according to procedures contained in Part 3 of Chapter 10 of this title.

Sec. 14-12.1107 Conflict with other provisions. Where there is a conflict between the regulations of this chapter and the regulation of any other section of this Code, the regulations of other sections shall prevail where the regulations of any other section are more restrictive.



City of Watsonville

Registration form Business License Tax

Business License Number

SIC Code

Community Development Department | 250 Main Street, Watsonville, CA, 95076 | (831)768-3450 or (831)768-3455

The City Municipal code requires all business to have an active business license (section 3-4.05) and pay the required tax (section 3-4.04). *It is unlawful to conduct business without complying with City, State and/or Federal laws and regulations.*

☐**Business Located in City Limits**☐**Conducting Business in City Limits -
(i.e., contractors)****I. Business Type, Name & Contact**

| | | | |
|---|------|---------|------------------------------------|
| Business Type: <input type="checkbox"/> Sole Owner/Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Association / Other | | | |
| Business Name | | | Primary Phone () |
| Business LOCATION Address | City | State | Zip Code Secondary Phone () |
| Business Mailing Address (if different) | City | State | Zip Code Fax () |
| Mail stop or Care of (if needed) | | Website | |

II. Owner/Representative Information

| | | | | |
|----------|--------------------|------------|---------|------------------------|
| 1 | Name (first, last) | Title | Address | Social Security Number |
| | Daytime Phone | Cell phone | Fax | E-Mail Address |
| 2 | Name (first, last) | Title | Address | Social Security Number |
| | Daytime Phone | Cell phone | Fax | E-Mail Address |

III. Business Information

| | | | |
|--|--|---|--------------------------------|
| Give full description of BUSINESS ACTIVITY: | | | |
| Start date in City | Location in City: <input type="checkbox"/> Commercial area <input type="checkbox"/> Residential area | Federal Employee ID # (FEIN) | State of California EDD Number |
| Number of Owners/Officers in City | # of FULL time employees in City limits | # of PART time employees in City limits | County Health Permit Number |
| State License Number | Type: <input type="checkbox"/> Licensed Contractor <input type="checkbox"/> other: | License Class & Expiration date | Sellers Permit Number |
| Checkmark Alarm types present: <input type="checkbox"/> Burglary <input type="checkbox"/> Water Flow <input type="checkbox"/> Fire <input type="checkbox"/> None | Checkmark all items present: <input type="checkbox"/> Guard Dogs <input type="checkbox"/> Explosives <input type="checkbox"/> Firearms <input type="checkbox"/> Flammable | <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Video Machines (# present _____) <input type="checkbox"/> Knox Box (key lock) <input type="checkbox"/> Vending Machines (# present _____) <input type="checkbox"/> Special Alarm Tech <input type="checkbox"/> Other: | |
| Alarm Company Name | | Alarm Company Business Phone | |

IV. Emergency Contact (other than Owner/Rep from above; must reside within 30 minutes)

| | | | | | |
|----------|--------------------|--------------|--------------|---------|------|
| 1 | Name (first, last) | Phone Number | Relationship | Address | City |
| 2 | Name (first, last) | Phone Number | Relationship | Address | City |

I understand that (1) the issuance of a license DOES NOT constitute a license to operate; (2) taxes are paid annually in advance and are not refundable; (3) the business license certificate must be posted in a visible place in the business; (4) failure to receive a renewal is not an excuse for unpaid tax; (5) I must notify this office of any change in location, ownership, business name, basis of tax, and of termination of business; (6) the business can NOT operate until premises have been inspected and certified for use by Community Development department and, if appropriate, Utilities department; and (7) the business must operate in compliance with all laws and regulations.

Applicant represents, under penalty of perjury, that they are authorized to submit this application, that all above statements are true, correct and hereby authorizes verification of these items and that all required licenses and approval are in full force and effect.

| | | | |
|---------------------|------------|-------|------|
| Applicant Signature | Print Name | Title | Date |
|---------------------|------------|-------|------|



Business License Information

For business license questions, call
(831) 768-3450

The City of Watsonville is very thankful for your decision to make Watsonville your home. We have many ways to help businesses such as yours and encourage you to contact us about the programs available at 831-768-3015 or send an email to rhdc@cityofwatsonville.org or go to our Economic Development website (<http://www.cityofwatsonville.org>).

COMPLETING YOUR BUSINESS LICENSE APPLICATION:

Section I. Select the appropriate "Business Type" for your company (only select one) and enter Business name, address and contact information.

Section II. Enter the owner information for 2 owners or Officers. The Social Security number is for internal purposes only and will be KEPT CONFIDENTIAL.

Section III. Provide information about the major activities of your business and/or services that will be provided. Other general information required is the business start date (estimate if not started yet), whether the business is in a commercial or residential area and the number of owners, full-time employees & part-time employees working within the City of Watsonville.

ID Numbers: Enter all the ID #'s that apply to your business (Federal Identification Number, California EDD, Health Permit and/or Resale number). See below for an explanation about these fields.

Alarms & items on-site: Checkmark each appropriate box for the alarms on your business site and/or any type of items on-site that emergency crews might need to know (guard dogs, hazardous materials, etc.).

Important information required for your business:

Alcohol sales: Any business that will sell alcohol will need a City "Use Permit" from the Community Development Department & a State License from California's Alcohol Beverage Control department (www.abc.ca.gov) (831) 755-1990

Businesses with Employees: You must obtain Workers' Compensation Insurance, a FEIN (see below) and obtain a California tax ID number from the Employment Development Department (1-800-300-5616).

Federal Employer/Taxpayer Identification Number (FEIN): Every business with employees and all partnerships, corporations, non-profits/associations must apply for and obtain a free FEIN. Go to (www.irs.gov) and search for "apply for EIN" for more information or use IRS FORM SS-4 or call the IRS at 1-800-829-4933.

Fictitious Business Name: Required if a business name does NOT include the surname (last name) of the individual owner or partners OR a business name that implies the existence of additional owners (this may not apply to corporations). For more information, go to: [www.sccoclerk.com/fbngen.htm] or call 831-454-2470.

Health Permit: Any business that involves food may require a Health Permit issued by the County of Santa Cruz "Environmental Health Services" department. For more information call 831-454-2022 or go to their website: <http://sccounty01.co.santa-cruz.ca.us/eh/ehhome.htm>.

Sellers Permit: Any business that intends to sale goods (wholesale or retail) must obtain from the State a "Sellers Permit". More information can be found online at: www.boe.ca.gov/index.htm or by calling 831-754-4500.

Solicitors Permit: If you plan to conduct "door to door" sales, you must obtain from the City's Police Department a solicitors permit. Call 768-3300 for more information.

"Starting your Business". Go online to [www.sos.ca.gov/business/resources.htm] for steps to starting a business.

FOR CITY USE ONLY

Comments:

| | | | | | | |
|---|---|---|---------------------------------|---|-----------|------|
| Utilities | | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> N/A | Signature | Date |
| Police | | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> N/A | Signature | Date |
| <input type="checkbox"/> [11] No door to door solicitations | <input type="checkbox"/> [13] Not authorized for Rotational Tow Service | <input type="checkbox"/> [15] Sound limited to Property | | <input type="checkbox"/> [62] Licensed issued with conditions | | |
| <input type="checkbox"/> [12] Mobile sales only | <input type="checkbox"/> [14] Firearm sales valid | <input type="checkbox"/> [50] Valid only if service for Fixed Base Operator | | | | |
| License | [5111] | \$ | | | Quarter | \$ |
| Other | [] | \$ | | | Prorated | \$ |
| TOTAL | | \$ | | | | |

P:\1Marc\Revenue\Business License\form\BusinessLicenseForm.xls



City of Watsonville

"A Community of Opportunities"

California Sellers Permit

When is a California Sellers Permit required?

- All persons or entities engaged in business require a California seller's permit. Table 1 below gives examples of the types of business activities requiring a California seller's permit.

Table 1.

| Type of Business | Description of sales |
|--|--|
| Firework Stands/Holiday Trees | The sale of fireworks and Christmas trees. You are required to register each location where sales are made and obtain a temporary seller's permit. |
| Garage Sales | When you have a garage sale and sell used items, you are generally not required to hold a seller's permit. However, if you have more than two garage sales within a 12-month period, you are required to hold a seller's permit. |
| Crafts | You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. |
| Conventions/Trade Shows | If you participate in California conventions and trade shows and make sales or take orders for sales at or during the conventions or trade shows, you will generally be required to hold either an ongoing or temporary seller's permit. |
| Swap Meets, Flea Markets or Special Events | In general, sellers at swap meets, flea markets and special events that make retail sales are required to obtain a seller's permit. |
| Any person or entity engaged in business in California | The requirement to obtain a seller's permit applies to individuals as well as corporations, partnerships, and limited liability companies. Both wholesalers and retailers must apply for a permit. |

How do I apply for a seller's permit?

- The CDTFA (California Department of Tax and Fee Administration) is the state agency who issues sellers permits. Please visit the following link to register online.
www.onlineservices.cdtfa.ca.gov/

Is there a fee charged for a seller's permit?

- No. However, the CDTFA may require a security deposit to cover any unpaid taxes that may be owed if, at a later date, the business closes. The amount of the security will be determined at the time you apply.

What are the obligations for seller's permit holders?


- As a permit holder, you are required to:
 - Report and pay sales and use taxes
 - Keep adequate records
- You are also required to notify the CDTFA if you:
 - Change your business address
 - Change the ownership of your business
 - Add or drop a partner
 - Sell your business
 - Buy another business
 - Discontinue your business

How to contact the CDTFA.

- **1-800-400-7115**
- **Salinas Office: By appointment only – call for details**
 - **Phone: 831-754-4500**
 - **Fax: 408-277-1513**
 - **Email: salinasinquiries@cdtfa.ca.gov**
- **San Jose Office**
 - **250 South Second Street, San Jose, CA 95113**
 - **Phone: 408-277-1231**
 - **Fax: 408-277-1513**
 - **Email: sanjoseinquiries@cdtfa.ca.gov**

What does a seller's permit look like?

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

| | | |
|---|--|--|
| <p>CALIFORNIA STATE BOARD OF EQUALIZATION</p> <p>SELLER'S PERMIT</p> | |  |
| <p>ACCOUNT NUMBER _____</p> <p>IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION. THIS PERMIT IS VALID ONLY AT THE ABOVE ADDRESS.</p> <p>THIS PERMIT IS VALID UNTIL REVOKED OR CANCELLED AND IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS OR DROP OUT OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES OWED BY THE NEW OPERATOR OF THE BUSINESS.</p> <p style="text-align: right;"><i>Not valid at any other address</i></p> | <p><i>NOTICE TO PERMITTEE:</i> You are required to obey all Federal and State laws that regulate or control your business. This permit does not allow you to do otherwise.</p> | |
| <p style="text-align: center;">For general tax questions, please call our Information Center at 800-400-7115.</p> <p style="text-align: center;">For information on your rights, contact the Taxpayers' Rights Advocate Office at 888-324-2798 or 916-324-2798.</p> <p style="font-size: small;">BOE-442-IR REV. 15 (2-06)</p> | | |



City of Watsonville

SB 205 Business License Stormwater Compliance Form

Business Name _____

Senate Bill (SB) 205, signed by Governor Newsom in 2019, requires a person or entity who conducts a business operation that is a “regulated industry” to demonstrate enrollment with the National Pollutant Discharge Elimination System (NPDES) permit program. By providing specified information on an initial or renewal City business license application, enrollment in the NPDES permit can be confirmed. The goal of the program is to reduce the spread of pollutants in storm water associated with industrial activities.

SB 205 does not affect all businesses. Only those businesses with primary Standard Industrial Classification (SIC) codes that are identified by the State Water Board as requiring enrollment in the Industrial General Permit (IGP) are affected. The questions below will guide you and the City in determining if your business requires enrollment in the IGP. **Completion and submission of this form is required for both new business license applications and renewals.**

| | | |
|---------------------------------|--|---|
| 1 | What is the physical location/address of this business? Complete a separate SB 205 Compliance Form for each physical location/address in the City of Watsonville. | _____ |
| 2 | What are the primary Standard Industrial Classification (SIC) codes for this business location? Look up your SIC Codes here: https://www.osha.gov/pls/imis/sicsearch.html and search by keyword(s) (for example: metal recycling) OR your insurance broker should also know your SIC code(s). | _____ _____ _____ |
| 3 | Do any of the Primary SIC Codes from question #2 above match any of the regulated SIC codes listed on the Water Board website below? https://www.waterboards.ca.gov/water_issues/programs/stormwater/sicnum.shtml | <u>Circle One</u> YES NO |
| 4 | If you circled NO to Question #3, sign the back of the page and return this form with your business license application. Nothing more for SB205 is required of the business at this time. | |
| 5 | If you circled YES in Question #3, has the business already obtained an Industrial NPDES Permit? | <u>Circle One</u> YES NO |
| <2nd Page on Back> | | |

| | | |
|---|---|--|
| 6 | <p>If you circled YES in Question #5, provide the requested information regarding the existing Industrial NPDES Permit. Sign the back of the page and return this form with your business license renewal. You are in compliance with SB205.</p> | <p>WDID# _____</p> <p>WDID Application# _____</p> <p>NONA ID# _____</p> <p>NEC ID# _____</p> |
| 7 | <p>If you circled NO in Question #5, you need to enroll under the Stormwater Industrial General Permit (IGP) and provide the City with your permit numbers as described in Question #6 above.</p> <p>Sign and return this SB205 Compliance Form with your business license form. Start the process of obtaining the Industrial General Permit by contacting the State or Regional Water Board at the information listed below.</p> | |

Declaration

I declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

Print Name: _____

Signature: _____

Title: _____

Date: _____

For guidance on how to apply for coverage under the Stormwater Industrial General Permit, contact the State Water Board or local Regional Board:

State Water Board Contact:

Website: www.waterboards.ca.gov/water_issues/programs/stormwater/industrial.html

Email: stormwater@waterboards.ca.gov

Phone: 1-866-563-3107

Region 3 Central Coast Regional Water Board – San Luis Obispo Office Contact:

Website: www.waterboards.ca.gov/centralcoast/

Email: r3_stormwater@waterboards.ca.gov

Phone: 1-805-549-3147