



CITY OF MT. SHASTA

305 N. Mt. Shasta Boulevard
Mt. Shasta, California 96067
(530) 926-7510 • Telephone
(530) 926-0339 • Fax

COTTAGE FOOD OPERATION APPLICATION REQUIREMENTS

A Cottage Food Operation (CFO) is a “Business in the Home” pursuant the City of Mt. Shasta Municipal Code. Since a CFO is unique and could include direct sales to consumers on site, a Home Occupation Use Permit is required. Please review the guidelines for Home Occupation Permit as well as these requirements.

In order to assure your application is processed expeditiously, we ask for your cooperation in the following items:

1. **Completed Home Occupation Permit Application.** The application shall be properly filled out and signed by the applicants and all property owners. All property owners shall sign or a power-of-attorney shall be submitted specifically authorizing a designated person to sign the application. In order to be processed, your application must be complete. If you are unable to provide requested information, please talk to the City Planner to determine a proper course of action.
2. An approved Self **Certification Checklist**. The Self Certification checklist is available from the County of Siskiyou Environmental Health Department. A complete self-certification checklist approved by the County of Siskiyou Health Department is required of all cottage food operations. Note, if your location is NOT on the City of Mt. Shasta water system and is on a private well, the Self Certification Checklist can be completed after approval by the city Planner and considered as a condition of approval of the Home Occupation; however, no operation of the CFO can begin until the Environmental Health Department has certified your water source and the completed form is submitted to the Planning Department. Copies of the Self Certification Check-list are included, and also can be downloaded at:
<http://www.co.siskiyou.ca.us/PHS/planning/docs/Public%20Docs/Cottage%20Food/CFO%20Self%20Certification%20Checklist.pdf>
3. **Business License.** Issuance of a business license from the City of Mt. Shasta is required prior to operation. Business licenses are to be renewed annually.
4. **Additional Information.** As the applicant, you may be asked to provide more detailed information on the project as part of the application requirements. You are responsible for providing sufficient information to the City or County to allow proper review of your application. If you are unable or unwilling to supply adequate information, your application will, of necessity, be denied.

Acceptance of your application City of Mt. Shasta does not guarantee your application will be approved.

COTTAGE FOOD OPERATION FREQUENTLY ASKED QUESTIONS

WHAT IS A COTTAGE FOOD OPERATION (CFO)?

A CFO is an enterprise at a private home where low-risk food products are prepared or packaged for public consumption.

WHAT IS A “PRIVATE HOME?”

“Private home” means a dwelling, including an apartment or other leased space, where individuals reside.

WHAT ZONING DISTRICTS PERMIT CFOs?

A CFO may be established in any dwelling regardless of zoning provided the CFO complies with all applicable state laws.

WHAT ARE THE DIFFERENT TYPES OF CFOS?

- (1) “Class A” CFOs are only allowed to engage in “direct sale” of cottage food products.
- (2) “Class B” CFOs may engage in both “direct sale” and “indirect sale” of cottage food products.

WHAT IS MEANT BY “DIRECT SALE” OF COTTAGE FOOD?

“Direct sale” means a transaction between a CFO operator and a consumer, where the consumer purchases the cottage food product directly from the CFO. Direct sales include, but are not limited to, transactions at holiday bazaars or other temporary events, such as bake sales or food swaps, transactions at farm stands, certified farmers’ markets, or through community supported agriculture subscriptions, and transactions occurring in person in the CFO.

WHAT IS MEANT BY “INDIRECT SALE” OF COTTAGE FOOD?

“Indirect sale” means an interaction between a CFO, a third-party retailer, and a consumer, where the consumer purchases cottage food products made by the CFO from a third-party retailer that holds a valid permit issued by the local health department in their jurisdiction. Indirect sales include, but are not limited to, sales made to retail shops or to retail food facilities where food may be immediately consumed on the premises.

CAN A CFO SELL COTTAGE FOOD OUTSIDE THE COUNTY OF RESIDENCE?

CFOs can only sell cottage food outside the county of residence when the local health department of the outside county allows it.

WHAT TYPES OF COTTAGE FOOD CAN A CFO PREPARE?

Only foods that are defined as “non-potentially hazardous” by the State are approved for preparation by CFOs. These are foods that do not require refrigeration to keep them safe from bacterial growth that could make people sick. The California Department of Public Health maintains a list of these approved foods on their website. The list currently includes:

- (1) Baked goods without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas;
- (2) Candy, such as brittle and toffee;
- (3) Chocolate-covered nonperishable foods, such as nuts and dried fruit;
- (4) Dried fruit;
- (5) Dried pasta;

- (6) Dry baking mixes;
- (7) Fruit pies, fruit empanadas, and fruit tamales;
- (8) Granola, cereals, and trail mixes;
- (9) Herb blends and dried mole paste;
- (10) Honey and sweet sorghum syrup;
- (11) Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations;
- (12) Nut mixes and nut butters;
- (13) Popcorn;
- (14) Vinegar and mustard;
- (15) Roasted coffee and dried tea; and
- (16) Waffle cones and pizelles.

WHAT ARE THE CFO'S OPERATIONAL REQUIREMENTS?

- (1) Prior to permit issuance, all CFOs must submit a self-certification checklist to verify the following criteria are met:
 - (a) No cottage food preparation, packaging, or handling may occur in the home kitchen concurrent with any other domestic activities, such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning, or guest entertainment.
 - (b) No infants, small children, or pets may be in the home kitchen during the preparation, packaging, or handling of any cottage food products.
 - (c) Kitchen equipment and utensils used to produce cottage food products shall be clean and maintained in a good state of repair.
 - (d) All food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of any cottage food products shall be washed, rinsed, and sanitized before each use.
 - (e) All food preparation and food and equipment storage areas shall be maintained free of rodents and insects.
 - (f) Smoking shall be prohibited in the portion of a private home used for the preparation, packaging, storage, or handling of cottage food products and related ingredients or equipment, or both, while cottage food products are being prepared, packaged, stored, or handled.
- (2) Person with contagious disease must refrain from work.
- (3) Hands and exposed portions of arms of food workers must be kept clean and washed before any food preparation or packaging.
- (4) Water used in food preparation activities must be "potable" as defined by Health and Safety Code § 113869. This includes:
 - (a) Wash, rinsing, and sanitizing equipment used in food preparation;
 - (b) Washing and sanitizing hands and arms; and
 - (c) Water used in ingredients of food.
- (5) All persons who prepare or package cottage food products must complete a food processor course instructed by the California Department of Public Health within three (3) months of becoming permitted.
- (6) No employee shall commit any act that may cause the contamination or adulteration of food, food-contact surfaces, or utensils.
- (7) Gloves shall be worn when contacting food and food-contact surfaces if the cottage food operator has any cuts, sores, rashes, artificial nails, nail polish, rings (other than a plain ring, such as a wedding band), uncleanable orthopedic support devices, or fingernails that are not clean, smooth, or neatly trimmed. (Please refer to Health and Safety Code Section 113973 for the full text of the law.)
- (8) All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure and free from adulteration and spoilage; shall have been

obtained from approved sources; shall be protected from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other environmental sources of contamination; shall otherwise be fully fit for human consumption; and shall conform to the applicable provisions of the Sherman Food, Drug, and Cosmetic Law.

For a more complete understanding of the regulations by which CFOs must operate, please familiarize yourself with Health and Safety Code Sections 109947, 110050, 110460, 111955, 113758, 113789, 113851, 113953.3, 113967, 113973, 113980, 114021, 114023, 114088, 114365, 114365.2., 114365.5., 114365.6., 114390, 114405, 114409, 114259.5, 114285, 114286, 114405, 114407, 114409, 114411, and 114413 This information is located at: <http://www.leginfo.ca.gov/calaw.html>.

HOW DO I KNOW IF MY WATER IS POTABLE?

If the CFO is served by a public water system, the water has already been tested by the local water agency and determined to be potable. If the CFO is not served by a public water system, the system will require a CFO Water System Permit from the Public Health and Community Development Department as part of the Water and Sewer Clearance. Please contact the County of Siskiyou Environmental Health Division regarding a CFO Water System Permit if necessary.

HOW OFTEN ARE CFOs INSPECTED?

“Class A” CFO food preparation and storage areas are only inspected when a consumer complaint is being investigated.

“Class B” CFO food preparation and storage areas are inspected prior to permit issuance (permits are

ARE THERE INCOME LIMITS ASSOCIATED WITH CFOs?

CFOs may not have gross annual sales that exceed \$35,000 in 2013, \$45,000 in 2014, and \$50,000 in 2015 and each year thereafter.

ARE CFOs ALLOWED TO HAVE EMPLOYEES?

In addition to the cottage food operator, one full-time equivalent cottage food employee is permitted. Cottage food employees do not include immediate family members or members of the same household as the cottage food operator.

WHAT TYPE OF LABELING IS REQUIRED OF COTTAGE FOOD PRODUCTS?

All cottage food products must be labeled consistent with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.). Additionally, to the extent permitted by federal law, the label shall include, but is not limited to, all of the following:

- (1) The words “Made in a Home Kitchen” in 12-point type on the cottage food product’s primary display panel.
- (2) The name commonly used for the food product or an adequately descriptive name.
- (3) The name of the CFO which produced the cottage food product.
- (4) The permit number of the CFO that produced the cottage food product and, in the case of a “Class B” CFO, the name of the county that issued the permit.
- (5) The ingredients of the cottage food product, in descending order of predominance by weight, if the product contains two or more ingredients.

If a cottage food product is served by a food facility without packaging or labeling, it shall be identified to the consumer as “Homemade” on the menu, menu board, or other location that would reasonably inform a consumer of its homemade status.

WHAT PERMITS AND/OR LICENSES ARE NEEDED TO ESTABLISH A CFO?

The City of Mt. Shasta requires a Home Occupation Use Permit to establish a CFO. Since the CFO business is may have direct sales the business must be approved by the Planning Commission. In addition to Home Occupation Permit, A city of Mt. Shasta business license is required. Complete information for the Home Occupation use permit is available at City Hall or on the City's website. If your site is not served by the City water system, the water system/well at the site must obtain a Water and Sewer Clearance from the County of Siskiyou Environmental Health Division.

HOW DO I OBTAIN THE NECESSARY FORMS?

Applications for a Home Occupation Use Permit are available at City Hall, or downloadable from the website.

ARE THERE ANY FEES TO PROCESS THE APPLICATION?

The fee for a Home Occupation Use Permit is \$345.00. A business License is \$85.00 annually. If a well inspection is needed contact the County of Siskiyou, contact the County Health Department. If your site needs Water and Sewer Clearance from the County of Siskiyou, an additional fee of \$135 is required through the County of Siskiyou Environmental Health Division.

HOW LONG WILL THIS PROCESS TAKE?

Applications for the Home Occupation Permit are due the last day of a given month. Once the application is deemed complete the request is placed on the next available Planning Commission Meeting Agenda. The Planning Commission meets the third Tuesday of each month.

COUNTY OF SISKIYOU

PUBLIC HEALTH & COMMUNITY DEVELOPMENT DEPARTMENT

COTTAGE FOOD OPERATIONS (CFO) SELF CERTIFICATION CHECKLIST

NAME OF CFO _____	CLASS "A" or "B" _____	DATE _____
NAME OF OWNER _____ PHONE _____		
CFO PHYSICAL ADDRESS _____		
CFO MAILING ADDRESS _____		
EMAIL ADDRESS _____		
CLASS A CFO PERMIT (\$45) _____ CLASS B CFO PERMIT (\$105) _____		

The following questions are based on the Cottage Food Operations (CFO) regulations, which have been established as minimum standards of health and safety for the preparation of approved cottage food products.

	YES	NO
Facility Requirements		
1. Will the CFO be located in a private dwelling where the CFO operator currently resides?
2. Will the preparation of cottage food products take place in a private kitchen within that home?
3. Will the CFO require additional storage within that home?
• If YES, will the room used for storage be used exclusively for storage?
4. Will there be sleeping accommodations within any of the areas used for CFO food preparation or storage?
Employee and Training Requirements		
1. Have all persons that will prepare and package CFO products completed the CDPH food processor course? (If YES, attach copies of CDPH certificates.).....
• If NO, will all persons complete the CDPH course within 3 months of CFO registration?.....
2. Will the CFO have more than 1 employee? (Immediate family and household members are not considered employees.)
Sanitation Requirements		
1. Will kitchen equipment and utensils used to produce CFO products be cleaned and maintained in a good state of repair?
2. Will all food contact surfaces, equipment, and utensils used for preparation, packaging, or handling of CFO products be washed, rinsed, and sanitized before each use?.....
3. Will all food preparation, food, and equipment storage areas be maintained free of rodents and insects?.....

List of Non Potentially Hazardous Foods Approved for Sale by CFOs		YES	NO
Please indicate which of the following approved cottage food products the CFO will prepare.			
1. Baked goods without cream, custard, or meat fillings, such as breads, biscuits, churros, cookies, pastries, and tortillas.
2. Candy, such as brittle and toffee.
3. Chocolate-covered nonperishable foods, such as nuts and dried fruit.
4. Dried fruit.
5. Dried pasta.
6. Dry baking mix.
7. Fruit pies, fruit empanadas, and fruit tamales.
8. Granola, cereals, and trail mixes.
9. Herb blends and dried mole paste.
10. Honey and sweet sorghum syrup.
11. Jams, jellies, preserves, and fruit butter that comply with the standard described in Part 150 of Title 21 of the Code of Federal Regulations.
12. Nut mixes and nut butters.
13. Popcorn.
14. Vinegar and Mustard.
15. Roasted coffee and dried tea.
16. Waffle cones and pizelles.
Specific Cottage Food Products that will be Prepared and Packaged for Sale: _____			

Food Preparation Requirements (includes packaging and handling).			
Please acknowledge whether the CFO will operate pursuant to the following requirements.			
1. Hand washing will be required immediately prior to handling foods and after engaging in any activity that contaminates the hands such as after using the toilet, coughing or sneezing, eating or smoking.
2. Warm water, pump soap and single use towels will be available for hand washing.
3. All food ingredients used in the CFO products will be from an approved source.
4. Potable water shall be used for hand washing, ware washing, and as an ingredient.
5. During the preparation, packaging or handling of CFO products:
• There will be no other domestic activities such as family meal preparation, dishwashing, clothes washing or ironing, kitchen cleaning or guest entertainment in the home kitchen.....
• No infants, small children, or pets will be allowed in the kitchen.
• No smoking will be allowed.
6. Any person with a contagious illness shall refrain from working in the CFO.
Water Source			
1. Is your water source provided from a regulated public water system?
• If YES, what is the name of the public water system? _____
2. Is your water source a private water supply?
• Water Supply System is subject to applicable regulations of the California Safe Drinking Water Act. A water system permit from the Public Health and Community Development Department is required.
• Have you submitted a completed CFO Water System Permit Application?
Disposal of Waste			
1. Will the CFO be served by a Public Sewer System?
2. Will the CFO be served by a Private Septic System?
• The effluent produced from a CFO food production/preparation operation may exceed the original design requirements and result in premature septic system failure. In the event of septic system failure, you are required to notify Siskiyou County Environmental Health immediately.
• Have you submitted a complete Water & Sewer Clearance form?
• If you DO NOT OWN the dwelling the CFO occupies then the OWNER is required to acknowledge the septic system risk from a CFO operation:

OWNER NAME _____ PHONE _____		
ADDRESS _____		
OWNER SIGNATURE _____		

Labeling Requirements	YES	NO
1. All CFO products shall be labeled in compliance with the Federal Food and Cosmetic Act.		
2. Please confirm the label will include:		
• The words "Made in the Home Kitchen" in 12-point type.
• Common name of the product or a descriptive name.
• Name of the Cottage Food Operation.
• Registration or Permit number and county issuing permit.
• Ingredients list in descending order of weight.
3. A sample label is attached.

Permissible Sales Requirements		
1. Will CFO products be sold via direct sales?
2. Will CFO products be sold via indirect sales?
3. Please confirm that gross sales of CFO products will be less than:		
• \$35,000 for 2013.
• \$45,000 for 2014.
• \$50,000 for 2015.

Registration / Permit Requirements		
Please acknowledge that you understand and accept the following:		
1. A CFO with a "Class A" Registration may be inspected on the basis of a consumer complaint. A charge may be assessed if the CFO is found to be out of compliance.
2. A CFO with a "Class B" Permit will be inspected prior to the issuance of a permit and then annually. Additional inspections may occur on the basis of a consumer complaint.
3. The CFO registration or permit is non-transferable and valid only for the person, location, type of food sales and distribution activity specified.
4. The CFO must obtain a business license from the County Treasurer-Tax Collector or the appropriate office if located within an incorporated city.

Zoning Requirements		
The CFO will comply with all applicable zoning requirements.

CFO Owner's Statement
<p>I have reviewed and understand the CFO laws and guidelines.</p> <p>I agree to grant access to Siskiyou County Environmental Health to conduct an initial/routine inspection of my cottage food operation and/or in the event of a consumer complaint.</p> <p>I agree to notify Siskiyou County Environmental Health prior to modifying my food list, type of operation, and/or method of selling, distributing, or otherwise providing my CFO products to the consumer or retailers, regardless of whether the product is sold, consigned, or given away.</p> <p><i>By signing below, the owner hereby acknowledges that all answers provided herein are accurate and that the owner agrees to comply with all provisions of the California Homemade Food Act as codified in the California Health and Safety Code.</i></p>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">CFO Owner's Signature</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Print Name</div> <div style="width: 30%; border-bottom: 1px solid black; text-align: center;">Date</div> </div>

OFFICE USE ONLY

Application Reviewed by _____ *Date* _____

Application Approved _____

S:\200 Environmental Health\Consumer Protection\Food Inspection\Forms\CFO self - certification checklist.doc

HOME OCCUPATION PERMIT

1. WHAT IS A HOME OCCUPATION PERMIT?

A Home Occupation is a small scale business in the home allowed in residential zoning districts and conducted for the purposes of providing income for the household. Businesses located in a residence reflect the trend to new methods of competing in the marketplace. A business based in a residence must be subservient in its use of the land so as not to be intrusive into the character of the neighborhood. Property owners within residential zones have expectations about what is an agreeable neighboring use. The Municipal Code establishes standards for business based in residences. Any Home Occupation Permit is applicable only to the grantee and does not run with the property, or subsequent owners or occupants.

- A The City of Mt. Shasta recognizes the need for its citizens to pursue limited business enterprises based within use their place of residence. The City believes that the need to protect the residential integrity of its neighborhoods is of paramount concern.
- B Businesses in the home within a residential area, are intended to ensure that from all outward appearance, no neighbors or passerby will be aware of the activity.

2. WHICH ZONING DISTRICTS ALLOW FOR A HOME OCCUPATION PERMIT?

Any residential zone where there is an existing residence.

3. HOW DO I KNOW WHICH ZONING DISTRICT I AM IN?

The City of Mt. Shasta has zoning Maps for your review.

4. HOW DO I OBTAIN A HOME OCCUPATION PERMIT?

To start the process to obtain a home occupation permit, a completed application form must be submitted to the Planning Department. The application can be filled out by the applicant; however, the property owner must sign the application and have it notarized.

The application is reviewed by the Planning Department and other agencies prior to administrative action.

There are two types of Home Occupation Permits.

If your occupation does not require anything beyond the use of the phone, the mail, or computer at the residence, then you fill out the application and provide a detailed description of your operation and pay an \$80.00. Specifically the following circumstances must apply:

1. Location of business. A home-based business shall be located within the residence, garage or workshop.
2. Traffic generation. No home-based business shall be permitted when it may be reasonably determined that the success of the business is based on clients or customers coming to the residence in order to conduct business. It is understood that virtually all businesses require occasional customer visits to the place of business; however, in the case of home-based businesses, this should clearly be the exception rather than the rule
3. Potential nuisance. Home-based businesses shall be operated in a manner so that the business use is not the cause of repeated and legitimate complaints about noise, dust, odor, traffic, truck traffic, or appearance.
4. Change in appearance. No alteration, addition, or new construction shall be permitted which would cause the property to assume any aspect of housing a business.
5. Sign. No signs visible from off-site (property) shall be permitted.
6. Employees. No more than the equivalent of one (1) employee in addition to members of the immediate family residing in the home, may be employed as part of the business

conducted in the residence. This section is not intended to limit the number of employees of the business who may work elsewhere

7. Offices for contractors, truck operators, heavy equipment operators, and appliance repair business. A proprietor of one of the previously listed or similar businesses is permitted to use the provisions of this section provided that the following standards are satisfied on an ongoing basis:
 - A. Storage of materials. Materials used on a job may be stored within a garage or accessory building at the place of residence.
 - B. Contractor vehicles. Light commercial and utility-vehicles used by the proprietor for travel from home to the job site may be kept at the residence on a regular basis;
 - C. Heavy equipment, commercial trailers, rigs, back hoes. Commercial and heavy equipment shall not be stored, parked or repaired at the residence

If your occupation requires more intensive use of the residence than the use of the phone, the mail, or a computer at the residence, a public hearing is required. If that is the case, please fill out an application using the forms for a Conditional Use Permit. A public hearing will be scheduled to review your project once your application is complete. The fee is \$345.00.

5. WHAT KIND OF INFORMATION MUST I PROVIDE ON THE APPLICATION FORMS?

Basic information is requested such as name, address, location, Assessor's parcel number, access, square footage, utilities, etc. and a detailed description of your home occupation.

In the case of a Home Occupation Use Permit, you are also asked to describe your proposed home occupation, provide photographs of the property and a location sketch and a plot plan. In addition, you are required to submit a copy of the current Assessor's Parcel Map showing the property location. A Grant Deed is required identifying property ownership if necessary. In addition, we require a mailing list and labels of the property owners within 300 feet of your home.

6. HOW MUCH WILL THIS COST?

The application fee is dependent upon the nature of the permit as described above. The fee is **\$80.00- or \$345.00** as applicable . Payable to the City of Mt. Shasta.

7. HOW LONG WILL THIS TAKE?

The review and public notice process can range from 5 to 45 days depending on the project.

8. WHO REVIEWS AND WHO APPROVES THIS APPLICATION?

The Planning Department reviews the application for completeness and distributes it for review to any interested or potentially affected agency; including any applicable Property Owners Association/Homeowners Association. The application is reviewed by staff and a decision is made by the City Planner or Planning Commission, depending on the project as described above.

9. WHEN WILL THE PERMIT BE ISSUED?

For a Home Occupation Use Permit, there is a 10-day appeal period after approval by the Planning Commission; if not appealed, the permit is issued and is good as long as it is in continual use. It must be put into operation within one year after approval or it is voided.

On other Home Occupation permits, the planning department will review and approve the permit. Planning Department actions can also be appealed. If the Planning Department action is appealed, the Planning Commission will decide the matter in a public hearing.

**CITY OF MT. SHASTA
PLANNING DEPARTMENT
305 NORTH MT. SHASTA BOULEVARD
MT. SHASTA, CALIFORNIA 96067
(530) 926-7510 TELEPHONE *** (530) 926-0339 FAX**

HOME OCCUPATION PERMIT APPLICATION

(Print or Type in Black Ink Only)

Project No: _____

Date: _____

() Approval

() Denied

☐ Administrative Permit

() Planning Commission

APN#

Application Submitted: _____

Application Determined Complete: _____

Application Submitted Complete: _____
 Fee _____

Date: _____

Received by: _____

APPLICANT: _____

BUSINESS NAME IF APPLICABLE: _____

TELEPHONE NUMBER: (DAY) _____ (EVENING) _____

MAILING ADDRESS: _____

PROPERTY OWNER: _____

TELEPHONE NUMBER: (DAY) _____ (EVENING) _____

MAILING ADDRESS: _____

2.0 DESCRIPTION OF PROPOSED BUSINESS USE OF RESIDENCE

PHYSICAL ADDRESS: _____

BUSINESS TYPE: _____

DETAIL LIST OF ACTIVITIES CONDUCTED IN THE HOME

[illegible]

(ATTACH ADDITIONAL SHEETS IF NECESSARY)

HOME OCCUPATION PERMIT APPLICATION

PROJECT NO. _____

- | | <u>YES</u> | <u>NO</u> |
|---|------------|-----------|
| 1. Will you be conducting a business, trade, profession, calling, or occupation from your residence? | () | () |
| 2. Will you be receiving supplies, stocks, and/or commodities on the premises? | () | () |
| If yes, how often: _____ | | |
| How delivered: () Home US Mail () Post Office Box () UPS/Fed Ex | | |
| () Other (Describe) _____ | | |
| 3. Will you be using your telephone for receiving and sending messages in connection with the business? | () | () |
| 4. Will you have on-site sales of merchandise? | () | () |
| 5. Will you be selling merchandise door-to-door? | () | () |
| 6. Will you be conducting sales or training promotions of your merchandise? | () | () |
| If yes, where are these conducted? _____ | | |
| 7. Will you have employees working at the residence ? (If yes, how many? _____) | () | () |
| 8. Do you understand the provisions of the Zoning Ordinance relating to Home Occupation? | () | () |

As this permit is requested to allow a limited commercial-type activity in a residential area, the owner of the property must sign and approve the requested use prior to consideration by the City of Mt. Shasta. If an agent signs this application, a notarized signed letter from the owner must be received by the City stating that this person is granted permission to act as agent.

OWNER/AGENT SIGNATURE: _____

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or denied by the City of Mt. Shasta. I further certify that I have read and fully understand all the information required in this application form and that I will abide by all conditions as set forth as conditions of permit approval.

APPLICANT SIGNATURE: _____

HOME OCCUPATION USE PERMITS: Please initial each item when reviewed.

- ____ 1. Location of business. A home-based business shall be located within the residence, garage or workshop.
- ____ 2. Traffic generation. No home-based business shall be permitted when it may be reasonably determined that the success of the business is based on clients or customers coming to the residence in order to conduct business. It is understood that virtually all businesses require occasional customer visits to the place of business; however, in the case of home-based businesses, this should clearly be the exception rather than the rule.
- ____ 3. Potential nuisance. Home-based businesses shall be operated in a manner so that the business use is not the cause of repeated and legitimate complaints about noise, dust, odor, traffic, truck traffic, or appearance.
- ____ 4. Change in appearance. No alteration, addition, or new construction shall be permitted which would cause the property to assume any aspect of housing a business.
- ____ 5. Sign. No signs visible from off-site (property) shall be permitted.
- ____ 6. Employees. No more than the equivalent of one (1) employee in addition to members of the immediate family residing in the home, may be employed as part of the business conducted in the residence. This section is not intended to limit the number of employees of the business who may work elsewhere.
- ____ 7. Offices for contractors, truck operators, heavy equipment operators, and appliance repair business. A proprietor of one of the previously listed or similar businesses is permitted to use the provisions of this section provided that the following standards are satisfied on an ongoing basis:
 - A. Storage of materials. Materials used on a job may be stored within a garage or accessory building at the place of residence.
 - B. Contractor vehicles. Light commercial and utility-vehicles used by the proprietor for travel from home to the job site may be kept at the residence on a regular basis;
 - C. Heavy equipment, commercial trailers, rigs, back hoes. Commercial and heavy equipment shall not be stored, parked or repaired at the residence