

## HOME OCCUPATION/ HOME BUSINESS FACT SHEET

---

### Definitions

#### Home Business

Home business means any activity which results in a product or service not used in its entirety by the family group, which is carried on in a residence by members of the family occupying the dwelling, which meets all of the criteria for a home occupation, but includes one other employed person in addition to members of the family.

#### Home Occupation

Home Occupation means any activity which results in a product or service not used entirely by the family group, which is carried on in a residence, meeting all of the following criteria:

1. The use is clearly incidental and secondary to the use of the dwelling for dwelling purposes;
2. The use is confined completely within a legal dwelling and occupies not more than twenty-five percent (25%) of the floor space of the dwelling or a portion of an accessory building;
3. The use is carried on by members of the family occupying the dwelling, with no other people employed on-site;
4. There shall be no advertising sign, nor display, nor stock in trade, nor commodity sold on the premises;
5. There shall be no activity outside of the dwelling not normally associated with residential use, nor shall the home occupation generate a character and volume of vehicular traffic not normally associated with residential use;
6. No garaging nor storing of vehicles bearing any advertising related to the home occupation shall be permitted, nor shall any type of commercial vehicle be used in connection with the home occupation or be parked on the property;
7. A home occupation shall not create excessive parking at the location, nor shall it displace any off-street motor vehicle parking space required by the Town;
8. No professional offices are allowed, specifically including, but not limited to: the healing arts, law, accounting, real estate, clergy, insurance, and similar professional or semiprofessional offices;
9. No listing or advertising of the address of such home occupation for business purposes is permitted except normal listing, not including display ads, in telephone, business and town directories, and in newspapers and magazines.
10. A home occupation shall produce no external evidence of its existence; there shall be no mechanical equipment used except such as is necessary and customary for connection to one hundred ten and two hundred twenty volt circuit; no outside operations or storage; no alteration of the residential appearance of the premises, and no process which is hazardous to the health, safety, or general welfare of the public, or which emits smoke, dust, noise, fumes, odors, vibrations, glare, or electrical disturbance onto any other premises.

---

## Fees

The fee for a home occupation permit is one hundred dollars (\$100). The fee for a home business use permit application is one thousand dollars (\$1,000), no part of which is refundable. A fee of two hundred fifty dollars (\$300) will be charged for renoticing a hearing. Any continuation or modification of a use permit requires renoticing.

---

## Time Frame for Processing

Home Occupation Permit applications are reviewed administratively by the Planning Department.

Home Business Use Permit applications will first be reviewed for completeness. This review will not exceed thirty (30) days. Once an application has been determined to be complete, the application will be placed on the next available agenda space of the Ross Town Council. The Town Council ordinarily meets the second Thursday of each month at 7 p.m.

---

## Home Occupation/ Home Business Application Submittal Requirements

1. Three completed Home Occupation/ Home Business Applications.
2. Appropriate filing fee.
3. Any other information deemed reasonably necessary by the Planning Director to review the application.
4. Prior to Council review, applicants for a home business use permit must obtain written acknowledgement of the proposed use permit from the owners, lessees and occupants of all abutting property, including property across any street, lane roadway or highway. Names and addresses may be obtained from the Clerk's office. These acknowledgements are to be submitted to the Town Clerk no later than fifteen (15) days preceding the regular meeting of the Town Council at which the application for use permit is to be heard. If written acknowledgements are not obtained, a statement stating the reason or reasons therefor must be submitted. Notice of the proposed use permit will be mailed by the Planning Department to property owners within five-hundred feet (500') of the subject property. ***If required neighbor acknowledgements are not submitted on-time, the application may be deemed incomplete and removed from the Council agenda***
5. Every person who engages in any business, trade or occupation within the Town is required to obtain a business license from the Town.

**TOWN OF ROSS  
BUSINESS LICENSE APPLICATION**

*Business License Collector  
P.O. Box 320, Ross, CA 94957  
415-453-1453 Ext.6*

**Business Name:** \_\_\_\_\_

**Type of business performed:** \_\_\_\_\_

**State Contractors License number (if applicable):** \_\_\_\_\_

PLEASE, SEND COPY OF ORIGINAL CONTRACTOR'S LICENSE WITH APPLICATION  
AND COPY OF WORKERS COMP. CERTIFICATE (If applicable).

**Business Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Fax:** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owner:** \_\_\_\_\_

**Last, first, middle**

**Address**

**City, state, zip**

**Phone**

**Ownership type:**

- Sole** (SEIN)State Employer ID# \_\_\_\_\_
- Proprietorship** (BEAN) Board of Equalization# \_\_\_\_\_
- Partnership** (SSN) Social Security # \_\_\_\_\_
- Corporation** (FEIN)Federal Employer ID# \_\_\_\_\_
- Trust**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Workers Comp.**

\_\_\_\_\_  
**Permit Number**

**Please send with this application, a check in the amount of:\$ \_\_\_\_\_ payable to Town of Ross.**