



CITY OF ORINDA

Home Occupation Application

22 Orinda Way, Orinda, CA 94563

(925)253-4210 ▪ orindaplanning@cityoforinda.org

The purpose of a home occupation application is to allow a resident to conduct limited commercial or professional activities at home where the home occupation is incidental and subordinate to the residential use of the property. The intent is to ensure that home occupations are compatible with, and do not change the character of the surrounding residential area by generating more traffic, noise, visual impacts, or storage of materials than would normally be expected in a semi-rural residential setting.

The primary nature of allowable home occupations is that such businesses will have minimal impact on neighbors, with no increase in neighborhood traffic related to the business; e.g., such businesses which are conducted entirely via the telephone, mail, Internet or provide mobile services at the customers' place of residence. Limited professional, therapeutic and educational services at the applicant's residence may also be provided pursuant to the following requirements and prohibitions.

Beginning in 2018, the City requires all businesses operating in the City of Orinda to obtain a **business registration certificate** prior to commencing business operations. Please visit <https://orinda.hdlgov.com/> to register your business. A list of businesses that are exempt from the business registration requirement may be viewed here: [§5.03.040: Business Registration Exemptions](#).

PERMITTED HOME OCCUPATIONS

A home occupation may be conducted in a residential zone if it does not violate any of the following standards:

1. The home occupation shall be incidental and subordinate to the use of the property as a residence.
2. The appearance of the structure in no way shall be altered, nor shall the occupation be conducted in a manner which would cause change in the colors, materials, construction, lighting or signs. There shall be no outside display, advertising sign, window display or storage of goods or materials that could be used to identify the business.
3. The use of a garage for the purpose of a home occupation shall not decrease the amount of off-street covered parking required by Title 17.
4. The occupation shall not create any noise, vibration, fumes, odors, dust, other emissions or electrical interference that is detectable from the street or neighboring properties.
5. There shall be no use of (or discharge into) water, sewers, electricity, or storm drains which exceeds normal residential use.
6. Only the permanent residents of the dwelling may be involved in the conduct of the home occupation. There shall be no employees or independent contractors.
7. The use shall not generate vehicular or pedestrian traffic in excess of that normally associated with single-family use.
8. Assembly and fabrication of goods shall be limited to small scale arts, crafts and hobby items made for off-site sale, such as through mail order, Internet, street fairs and farmers' markets.
9. Permitted food preparation shall be limited to specialty items made for off-site sale, such as through mail order, Internet, catering, street fairs and farmers' markets, and shall have all required permits.

10. Outdoor instruction, such as tennis and swimming lessons, shall not be audible from neighboring properties.
11. There shall be no installation of equipment or appliances, or storage of materials, or use of vehicles, that are of a nonresidential nature. Activities conducted and equipment or material used as a part of a home occupation shall not change the fire safety or occupation classifications of the residence as set forth in the Uniform Building Code. The home occupation shall not employ the storage of flammable explosive or hazardous materials unless specifically approved by the Moraga/Orinda Fire District.
12. No more than one company vehicle, which shall be limited to a car, van or truck (three-quarter ton maximum) may be used by the applicant, directly or indirectly, in connection with the home occupation.
13. The home occupation shall be limited to a minor portion of the dwelling, such as one room, or twenty (20) percent of the dwelling's floor area in case where the use of one room would exceed twenty (20) percent of the dwelling's floor area.

PROHIBITED HOME OCCUPATIONS

The following occupations are categorically prohibited:

1. Beauty parlors, barber shops and haircut salons.
2. Retail and wholesale sales where goods would be retrieved by the buyer at location of the home occupation.
3. Restaurants and food preparation site for the purpose of retail sales from a vehicle.
4. Cabinet making and similar manufacturing activities.
5. Stables, kennels, veterinary clinics, animal breeding and grooming.
6. Appliance, automotive, engine, motorcycle repair on-site.
7. Medical and dental offices and clinics.



PROPERTY

Address:

Assessor's Parcel Number:

PROPERTY OWNER(S)

Name:

Mailing Address:

Phone:

Email:

APPLICANT(S) (If not the property owner)

Name:

Mailing Address:

Phone:

Email:

BUSINESS

Name:

Address:

Type of Business:

Website (if applicable):

ACKNOWLEDGEMENT

I have read and understand the home occupation criteria and hereby agree to operate my home occupation in compliance with the criteria listed above.

Furthermore, I understand that failure to comply with the home occupation criteria is a violation of Orinda Municipal Code Title 17 and subject to the code enforcement procedures of Orinda Municipal Code Title 19 – Code Compliance.

Signature:

Date: