

**SUPPLEMENTAL APPLICATION FOR A BUSINESS LOCATED  
OUTSIDE OF A COMMERCIAL/INDUSTRIAL DESIGNATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_

BUSINESS NAME (if any): \_\_\_\_\_

SQUARE FOOTAGE OF AREA TO BE USED BY BUSINESS: \_\_\_\_\_

DESCRIBE THE *ACTIVITIES* OF YOUR BUSINESS in enough detail for City to determine what permits are required for the business (Note: Incomplete descriptions will result in processing delays):

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Please answer the following questions:

1. Will your business employ someone who will work at your residence but does not live there? **Yes No** If yes, how many? \_\_\_\_\_
2. Will your business require any new structural, electrical, mechanical or plumbing alterations? **Yes No**
3. Will your business involve storing materials and supplies used or distributed at the residence? **Yes No**
4. Will any vehicular or pedestrian traffic be generated at the residence? **Yes No**
5. Is a sign identifying the business proposed for the residence? **Yes No**
6. Will business activities, other than phone calls, be conducted out of the home? **Yes No**
7. Does your business include sales/distribution of a handcrafted item beyond what would be considered as a hobby? **Yes No**
8. Will any aspect of the business be noticeable at the residence? **Yes No**  
**For any YES answers, please describe on an attached sheet.**

I declare that the above answers represent a true indication of the type of business activity proposed and that I am responsible for contacting the City if this business activity changes.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Any 'yes' answer to the above questions may require that a Home Occupation Permit be applied for. Please contact the City Planner for more information.

City Planner Determination:

- Business License can be approved. Home Occupation Permit Not Required
- Home Occupation Permit Required
- Business Not Allowed in Residential Area

Please note that Planning Department approval is for a business license that **DOES NOT** provide services out of the home; therefore a Home Occupation Permit is not required at this time.

From the description of the project, it appears that this business license application is for a business that will be managed outside of the commercial or industrial area in the City of Blue Lake. From the address provided, the location is within a \_\_\_\_\_ zoned area.

It appears from the project description that no business will be conducted out of the home other than phone calls, mail, and storage of equipment used elsewhere. Furthermore, that no vehicular or pedestrian traffic will be generated; no materials for distribution (wholesale, mail outlets, etc.) will be stored; and no signs identifying the project are proposed. In summary, no effects will be noticeable at the residence. If your business may entail activities beyond those described above, a Home Occupation Permit is required.

Approved \_\_\_\_\_

Date

City Planner

**Home Occupation Permit**

The City provides that some types of small businesses may be run out of a home. As such, the City of Blue Lake requires that a Home Occupation Permit Application be approved prior to commencing of the business. If your business falls within the definition of a Home Occupation, you are responsible for notifying the City Planner for application information prior to commencing with the business activity.

The definition of a Home Occupation is the conduct of a business including an art of profession, the offering of a service or the handcraft manufacture of products on a residentially zoned property or in a dwelling, in a manner that is clearly incidental to the use of the property or dwelling as a residence, and in accordance with the provisions of Section 9606 of Zoning Ordinance No. 244, as amended.