



Siskiyou County Planning Division

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<https://www.co.siskiyou.ca.us/planning>

Home Occupation Use Permit Application Guide

What is a Home Occupation Permit?

A Home Occupation is a small-scale business in an existing residence allowed in residential (Res-1, R-R) and agricultural (AG) zoning districts and conducted for the purposes of developing personal and professional skills.

How Do I Obtain a Home Occupation Permit?

The Siskiyou County Planning Division will provide you with the application and zoning information. Application forms are also available online. The application may be filled out by a tenant; however, the property owner must sign the application. The application is reviewed by County Planning and other County departments prior to action by the Deputy Director of Planning or, if appealed, action by the Planning Commission.

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. You are also asked to describe your proposed home occupation, provide photographs of the property and a location sketch and a plot plan. A Grant Deed verifying property ownership is required and may be obtained at the County Recorder's office.

How Much Will the Application Process Cost?

- *Planning Department:* The Siskiyou County Planning fees can be obtained from the third page of the Department's "Application for Development Review." Also, Section 10-6-1601 of the County Code provides additional information on development fees. Planning fee checks should be made payable to Siskiyou County.
- *Siskiyou County Clerk (optional):* May be paid upon project final approval by Deputy Director of Planning for posting of NOE by County Clerk. Checks should be made payable to Siskiyou County Clerk.
- *Siskiyou County Environmental Health Department:* Most projects require Environmental Health Department sewer and water clearance prior to filing the Planning Department application. Please contact the Siskiyou County Environmental Health Department to determine the fee and obtain the application requirements.
- *Siskiyou County Tax Collector:* Check with the Tax Collector's office to determine the current annual business license fee.

How Long Will This Take?

The Home Occupation Use Permit process can take from 25 to 30 days, depending upon when the application is accepted by County Planning. This precludes an appeal period between approval and issuance of a permit.

Who Reviews and Who Approves This Application?

County Planning coordinates its review with the County Building Division, the Environmental Health Division, and the Assessor's office, as well as any other agency who may be affected, including any applicable Property

Owners Association/Homeowners Association. The Deputy Director of Planning makes the decision on the application. This decision can be appealed to the Planning Commission.

When Will the Permit be Issued?

There is a 10-day appeal period after approval by County Planning; 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 (1) year after approval or it is voided. If County Planning action is appealed, the County Planning Commission will decide the matter in public hearing.

Please Read Important Notices Below

Hold Harmless Policy

The applicant(s) and property owner(s) agree to defend, indemnify and hold harmless the County of Siskiyou, its agents and officers and employees from any claim, action, or proceeding (collectively, "Action") against the County of Siskiyou, its agents (including consultants), officers or employees to attack, set aside, void, or annul any approvals, or any part thereof, or any decision, determination or action, made or taken approving, supplementing, or sustaining the approvals sought in the application (the "Project") or any part of the Project thereof, or any related approvals or Project conditions imposed by the County of Siskiyou or any of its agencies, departments, commissions, agents (including consultants), officers, or employees, concerning the Project, or to impose personal liability against such agents (including consultants, officers or employees) resulting from their non-negligent involvement in the Project, which Action is brought within the time period provided by law, including any claim for private attorney general fees claimed by or award to any party from the County of Siskiyou.

Open Range Notice: Siskiyou County is an Open Range county. You must fence livestock out! Copies of the laws affecting your property are available in the offices of the Planning Division and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

Right to Farm: Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations. It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor. As part of the application approval process, a **Right to Farm Statement of Acknowledgment** will be required. Your application will not be considered to be complete and ready for formal processing until such time as the signed and notarized Right to Farm has been completed, recorded at the County Recorder's Office, and a copy of the recordation has been submitted to the Planning Department. The Right to Farm Statement of Acknowledgment is included in the Application for Development Review.

Note: Business licenses and building permits cannot be signed off by Planning until after the appeal period has lapsed.

Appeal: You have the right to appeal any decision of the Deputy Director of Planning within ten (10) days of the decision date. Appeal forms are available at the Planning Division. Your appeal will then be scheduled for hearing at the next available Planning Commission meeting.

For Staff Use Only

Application Number: HO-	End of Review Period:
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**Home Occupation Use Permit
Supplemental Application Information**

- I. Owner and Applicant:
- A. Landowner
1. Name _____
2. Mailing Address _____
3. City / State / ZIP _____ Phone _____
- B. Applicant (person who will operate business)
1. Name _____
2. Address of Business: _____
3. City / State / Zip _____ Phone _____
- II. Project Description:
- A. Describe in detail your proposed project (including all proposed uses. Indicate whether clients will visit the site—use additional paper if necessary).
- _____
- _____
- _____
- B. Size of residence _____ square feet
- The business will utilize the (bedroom, family room, den, etc. _____
- III. Location:
- A. Township _____ Range _____ Section(s) _____
- B. Zoning _____ Deed Reference: Doc No. _____
- C. Total Acreage _____
- D. Assessor's Parcel No.(s) _____
- Owner _____
- Address _____

Attach a Copy of Your Grant Deed with this Application

- IV. Describe any grading and/or construction which must be done to establish your project for which this home occupation use permit is being requested.

- V. Property Owners Association / Homeowners Association (List name, address, phone number and contact person of Property Owners Association, if applicable):

Association Name _____ Phone Number _____

Address _____ Contact _____

- VI. Water and Sewage:

Applicants shall include a signed Environmental Health Water and Sewer Clearance form with their application. This form (included in this packet) shall be used for all applications regardless of the type of sewer and water supply as part of an application packet submitted to the Planning Division.

- VII. Please list any special materials used in this occupation:

- VIII. Please list any special fixtures or appliances used in this occupation:

- IX. Attach photographs of the home occupation location

- X. Filing fees: Refer to Item V, "Application Types and Filing Fees," on page 4 of the Application for Development Review form for current processing fees. Your application will not be accepted by the Planning Division unless it is accompanied by the appropriate fees.

- XI. Usual Conditions of Approval:

1. The Use shall be in accordance with the approved plot plan.
2. All County road and yard setbacks must be met.
3. The total area of the business, including storage, shall not exceed 25 percent of the home's square footage, nor change the outside appearance of the structure in such a way as to conflict with other homes' residential appearance.
4. Employees shall not be permitted.
5. Outside display or storage shall not be permitted.
6. One sign (not exceeding six square feet, i.e., 2 feet x 3 feet) may be attached to the building.
7. Freestanding or roof-mounted signs shall not be permitted.
8. Uses are intended to be small in nature, and uses which grow to be offensive or hazardous due to noise, traffic, or hazardous materials or which impair aesthetic values may be terminated by the Planning Commission by revocation of the granted use permit.
9. Strictly retail businesses shall not be allowed.
10. No clients are allowed on the premises unless the building complies with the Uniform Building Code occupancy requirements, including but not limited to, the Americans With

Disabilities Act which requires handicap accessibility. Please contact the County Building Division prior to submitting your application.

Notations:

1. Additional conditions may be added to the permit after review by County agencies.
2. This permit is automatically terminated and all rights thereunder rescinded when not used for the above purposes within one year of issuance or, if once established, not used for one year.

Statement

I have read and fully understand that failure to comply with all of the criteria, conditions and regulations listed above will result in revocation of the Home Occupation Permit.

Date

Signature