

# HOME OCCUPATION PERMIT APPLICATION

Administrative Services  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6642



Section 16.04.340 of Ordinance No. 453, of the Menlo Park Zoning Ordinance, defines a proper home occupation as follows: "Home Occupation" is any activity conducted on the premises by the occupant of the dwelling as a secondary use in connection herewith, and where there are no advertising signs, no display, no stock or commodity stored or sold on the premises, no employees in connection therewith and no mechanical equipment to be used in connection therein, other than that necessary or convenient for domestic purposes. Said activity shall not be conducted in an accessory building.

**Application Fee is \$93 (nonrefundable).** Please submit payment with application. This permit is issued one time only. Please notify our office of change of address.

Applicant name:

Business phone:

Alt. phone:

Home/business address:

City:

State:

Zip:

Describe what your home occupation is:

Describe any equipment that is involved in your home occupation. Please include how many pieces and list the horsepower, if any:

Will there be clients/customers coming to your home in conjunction with your business? If so, how many during a given period of time?

If you have any goods or merchandise that will be stored in your home, in connection with the home occupation permit, please describe what it is and what size of an area it would occupy.

In consideration of the issue and delivery to me by the Planning Commission of the City of Menlo Park of the above permit, I agree to abide by and conform to all of the provisions of Ordinance No. 453 pertaining to the conduct of a home occupation within a residential zone and to all other ordinances of said city affecting my use of said residence. All persons who conduct business within Menlo Park, California, must obtain a city business license.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**     Approved     Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Database Entry By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (if any):  
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