

Why do I need a home occupation permit?

The intent of the home occupation permit is to allow residents to establish a home business while preserving the residential integrity of the Town's neighborhoods.

How do I get a home occupation permit?

You may obtain an application from the Community Development Department. Most applications may be approved over the counter, however, in cases where the type of use is unclear, you may have to submit a written description of the proposed business.

Are there any uses that are not allowed?

The following uses are not allowed as home occupations because they are not compatible with the residential character of the Town's neighborhoods:

- Income tax preparers
- Medical offices/uses
- Real estate office/uses (unless the home occupation is only required to establish a mailing address to receive real estate information and no transactions will occur on-site.)
- Contractor/construction services which will have employees meet on-site prior to traveling to another job site, or which will require the storage of building materials or equipment on-site, or which will park or store vehicles or construction equipment on-site.

Do I have to renew the permit annually?

No. A home occupation permit lasts for as long as the business exists at the location for which it is approved.

If I move, do I need to get a new permit?

Yes. The Community Development Department must process an application for the business at the new location.

What are the regulations for a home occupation?

Home occupation must meet the following criteria:

- There shall be no employees other than members of the resident family.
- There shall be no materials or mechanical equipment used which are not such as would be employed in normal household or hobby activities.
- The home occupation shall not involve the presence of more than one customer on the premises at any time.
- The home occupation shall not cause pedestrian or vehicular traffic or the parking of vehicles either on the premises or on public or private streets or sidewalks adjacent to the premises in numbers or volumes which exceed that which is usual in Los Gatos at comparable places of residences where there is no home occupation.
- There shall be no use of commercial vehicles for delivery of materials to or from the premises.
- There shall be no storage of materials or supplies indoors or outdoors in a manner which is visible from adjacent premises or public ways.
- There shall be no advertising signs or structures.
- The home occupation shall not be conducted in such way as to decrease the total number of required or available off-street parking spaces for the premises.
- The home occupation shall not alter the single family residential character of any portion of the premises.

- The home occupation shall not result in the emission of noise, dust, smoke, odor or radiation which results in interference with radio or television reception.

What is the application fee for a home occupation permit?

The fee is set by the Town Council and is currently \$157.04.

Please contact the Community Development Department for the current application fee schedule and an application.

Will I need a business license?

Yes, businesses residing or conducting work within the Town of Los Gatos require an annual business license. **Please contact the Finance Department at (408) 354-6835 for more information.**

Town of Los Gatos
Community Development Department
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(408) 354-6874

Finance Department
110 East Main Street
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Town of Los Gatos
Community Development
Department



HOME OCCUPATION
PERMIT

Summary Handout