



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

701 Laurel Street
Menlo Park, CA 94025
phone: (650) 330-6702
fax: (650) 327-1653
planning@menlopark.org
<http://www.menlopark.org>

HOME OCCUPATION PERMIT APPLICATION

Application Fee:
(nonrefundable)

Taken by: _____

Section 16.04.340 of Ordinance No. 453, of the Menlo Park Zoning Ordinance, defines a proper home occupation as follows:

“HOME OCCUPATION” 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.

Please type or print the following information:

Name of Applicant (s) _____

Home or Business Address _____

Telephone/FAX number(s) _____

Describe what your home occupation is: _____

Describe any equipment that is involved in your home occupation. 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 the City of Menlo Park must obtain a City Business License.

Name of Applicant (printed)

Signature of Applicant

Date

-----FOR OFFICE USE ONLY-----

PLANNING DIVISION ACTION

- Approved
- Denied

For the Menlo Park Planning Commission, by

Signature/Date

Entered into Database (By/Date)

Comments:

NOTE: This permit is issued one time only. Please notify the Business License Department of change of address.