



**PLEASE READ SECTION 82-4.240 OF THE CONTRA COSTA COUNTY ORDINANCE CODE REPRODUCED BELOW AND ANSWER THE FOLLOWING QUESTIONS:**

1. What type of work will be performed at this address:  
 Administrative (Paperwork)    Telephoning    Processing of Goods, Art, or Crafts    Other \_\_\_\_\_
2. What is the primary means of contact with customers/clients:  
 Mail    Phone/Computer    Direct contact at other locations  
 Other (explain) \_\_\_\_\_
3. What is the nature of the merchandise or services offered? \_\_\_\_\_  
 \_\_\_\_\_
4. What type of vehicular traffic may be generated? \_\_\_\_\_
5. What percentage of the habitable floor area of the principal structure will be used for the home occupation? (Garage areas and areas within accessory buildings are not considered habitable floor area.) \_\_\_\_\_

- |                                 |                                |                                                                                                                                                                                                          |
|---------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> | 6. Will there be any exterior alterations resulting from the home occupation?<br><br>If so, what _____                                                                                                   |
| <input type="checkbox"/>        | <input type="checkbox"/>       | 7. Will exterior signs be used?                                                                                                                                                                          |
| <input type="checkbox"/>        | <input type="checkbox"/>       | 8. Will the home occupation cause noise, odor, dust, fumes, vibration, smoke, electrical interference or other interference with the residential use of adjacent properties?<br><br>If so, explain _____ |
| <input type="checkbox"/>        | <input type="checkbox"/>       | 9. Will any person(s) be employed other than the applicant in the conduct of the home occupation?<br><br>If so, who _____                                                                                |
| <input type="checkbox"/>        | <input type="checkbox"/>       | 10. Will the home occupation be conducted entirely within a residential dwelling by a person residing in the dwelling?                                                                                   |
| <input type="checkbox"/>        | <input type="checkbox"/>       | 11. Will the home occupation be a secondary and incidental use of the residential dwelling?                                                                                                              |
| <input type="checkbox"/>        | <input type="checkbox"/>       | 12. Will there be any change to the residential character of the dwelling or area?                                                                                                                       |

I have read and understood Section 82-4.240 of the Contra Costa County Ordinance Code as reproduced below:  
 I hereby state that my home occupation will conform to all provisions set forth therein.

\_\_\_\_\_

**Signature of Applicant** **Date**

82-4.240 Home Occupation. "Home occupation" is an activity customarily conducted entirely within a residential dwelling, by a person residing in the dwelling unit, which is clearly a secondary and incidental use of such dwelling as a residence. The use must not change the residential character of the dwelling or area and shall meet the following conditions: (1) There shall be no merchandise or services for sale except that produced from or made on the premises. (2) The use shall not generate vehicular traffic in excess of that normally associated with single family residential use. (3) Not more than one room or twenty-five percent of the habitable floor area of the principal structure, whichever is greater, shall be used for the home occupation. Garage areas and areas within accessory buildings shall not be considered as being habitable floor area. (4) There shall be no exterior indication of the home occupation. (5) No exterior signs shall be used. (6) No noise, odor, dust, fumes, vibration, smoke, electrical interference or other interface with the residential use of adjacent properties shall be created. (7) No persons shall be employed, except the applicant, in the conduct of the home occupation. (Ord. 1781: Ord. 1760: Ord. 1759: Ord. 1569: Ord. 1469: prior code §8102(m): Ord. 1269: Ord. 1264: Ord. 1224: Ord. 939: Ord. 933: Ord. 382).