



CITY OF HEALDSBURG

Business License Division Finance
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City of Healdsburg Home-Based Business “Home Occupations HMC 20.20.005”

Applicant's Name: _____

Legal Business Name: _____

DBA: _____

Social Security/Federal Tax ID: _____

Business Physical Address: _____

Mailing Address: _____

Business Phone: _____ Cell: _____

Facsimile: _____ E-Mail: _____

Nature of Home Business: _____

GROSS REVENUE/PER ITEM COUNT (Please mark/complete all that apply)

Retail \$ _____ Wholesale \$ _____ Service \$ _____ Other \$ _____

OPERATION STANDARDS FOR A HOME OCCUPATION

Home occupations are allowed in association with residential uses, subject to the following regulations:

- A. Articles offered for sale shall be limited to those produced on the premises or sale of items considered by the Planning and Building Director to be accessory and incidental to an allowed home occupation. A person conducting an allowed home occupation in which he or she serves as an agent or intermediary between off-site suppliers and off-site customers may

have sales from the residence where all articles, except samples, shall be received, stored and sold to the customers at off-premises locations.

- B. Home occupations shall be conducted either within a dwelling or in a detached accessory structure on the same property by a resident thereof. Home occupations shall be clearly incidental to the use of the structure as a dwelling.
- C. Any external alteration to the dwelling to accommodate the home occupation shall conform to the residential appearance of the building and the existence of a home occupation shall not be apparent beyond the boundaries of a lot, except for a small name plate, not directly lighted and not exceeding one square foot in area.
- D. The home occupation may utilize the services of a maximum of two non-resident employees or independent contractors.
- E. No motor power other than electrically-operated motors shall be used in conjunction with a home occupation. The horsepower of any single motor shall not exceed three horsepower and the total horsepower of all such motors shall not exceed five horsepower.
- F. A home occupation shall not create any radio waves, television interference or similar electronic interference on adjacent properties. Noise audible beyond the boundaries of the lot shall not exceed the sound level standards as set forth in Ordinance No. 1011 (Regulation of Excessive Noise) for the zoning district in which the use is located.
- G. No odor, liquid or solid waste, other than normally associated with a residential use, shall be emitted.
- H. Not more than one truck, of not more than one and one-half ton capacity, and no semi-trailers incidental to a home occupation shall be kept on site.
- I. A home occupation shall not create pedestrian, automobile, or truck traffic in excess of the normal amount typical of the zoning district, with no more than two non-occupant vehicles present on the street at any given time.
- J. The specified uses below shall not be permitted as home occupations because of their nature that have one or more of the following characteristics: equipment or machinery of a type or quantity not typically found in the house; need for outside storage; parking needs greater than what can be provided on-site; need for special permits from other agencies; and need for extensive alteration to the residence or lot.
 - 1. No motorized vehicle or trailer repair or tune-up shall be operated as a home occupation.
 - 2. Doctors, dentists, osteopaths, chiropractors and other practitioners of the medical arts are not permitted as home occupations in residential zoning districts.
 - 3. On-site painting services (auto, boat, appliances, etc.).
 - 4. Care, treatment, breeding or boarding of cats, dogs and other animals for a fee or barter.

- 5. Gun repair, sale of guns or ammunition where the materials are maintained at the site (sale of five or fewer guns a year is exempt from this section).
 - 6. Activities involving substantial amounts of dangerous or hazardous materials, including but not limited to pesticides, herbicides, poisons and highly flammable materials as determined by the Fire Chief.
- K. Floor area used for business related activities in excess of 10 percent of the main dwelling's floor area cannot be classified as an Accessory Occupancy per CBC 508.2 and will need to comply with CBC Table 508.4.
- L. Those portions of the residence, interior or exterior, used exclusively in the operation of the business, and that are available to or used by visiting clients or employees (other than employees residing in the home), is deemed a Public Accommodation. The Public Accommodation portion of the residence is required to be accessible to persons with disabilities including those elements used to enter the public accommodation, including the front sidewalk, if any, the door or entryway, and hallways, including restrooms per CBC 11B-245.

Upon receipt of a complaint regarding the operation of the Home Occupation (HO) or upon observation of a violation of city ordinance, the Director of Planning and Building shall determine whether the HO is in compliance with the provisions of this license. If the HO is found not to be in full compliance with this license, the Director shall have cause to suspend or revoke this license. Once this permit for a HO has been revoked, continued practice of the HO is no longer allowed, and any subsequent allocation shall not be filed within one year from the date of revocation.

APPLICANT STATEMENT

I have read the information regarding the Operating Standards as shown above. I agree to abide by and conform to these Standards and provisions of the Healdsburg Municipal Code, pertaining to the conduct of my home occupation. I am aware that it is my responsibility to ensure that the home occupation is not contrary to a covenant, code or restriction governing the property.

Applicant's Signature	Date
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FOR STAFF USE ONLY

Parcel #: _____ NAICS Code: _____

City of Healdsburg Hazardous Materials List

Please mark any and all hazardous materials:

- | | | |
|---|---|--|
| <input type="checkbox"/> Acetone | <input type="checkbox"/> Hydrochloric Acid | <input type="checkbox"/> Solvents (specify) |
| <input type="checkbox"/> Acetylene Gas | <input type="checkbox"/> Hydrogen (in cylinders) | <input type="checkbox"/> Sulfuric Acid |
| <input type="checkbox"/> Adhesives (specify) | <input type="checkbox"/> Inks (specify) | <input type="checkbox"/> Thinner, Paint/Lacquer |
| <input type="checkbox"/> Aluminum Etching Agent | <input type="checkbox"/> Kerosene | <input type="checkbox"/> Turpentine |
| <input type="checkbox"/> Ammonia | <input type="checkbox"/> Lime (Calcium Oxide) | <input type="checkbox"/> Gum Spirits |
| <input type="checkbox"/> Anti-Freeze | <input type="checkbox"/> Lye (Sodium Hydroxide,
Potassium Hydroxide) | <input type="checkbox"/> Oil of Turpentine |
| <input type="checkbox"/> Arsenic Compounds | <input type="checkbox"/> Magnesium | <input type="checkbox"/> Varnishes |
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Methanol (Methyl Alcohol) | <input type="checkbox"/> Water Proofing Agents (specify) |
| <input type="checkbox"/> Benzene (in cylinders) | <input type="checkbox"/> Methyl Ethyl Ketone
(2-butanone) | <input type="checkbox"/> Wood Alcohol (Methanol) |
| <input type="checkbox"/> Bleaching Agents | <input type="checkbox"/> Motor Oil additive | <input type="checkbox"/> Wood Preservative |
| <input type="checkbox"/> Carbon Black | <input type="checkbox"/> Muriatic Acid
(Hydrochloric Acid) | <input type="checkbox"/> Xylene |
| <input type="checkbox"/> Carbon Monoxide | <input type="checkbox"/> Nitroglycerine | <input type="checkbox"/> Etching Agents |
| <input type="checkbox"/> Caustic Soda
(Sodium Hydroxide) | <input type="checkbox"/> Oxalic Acid | <input type="checkbox"/> Polishes for metal floors |
| <input type="checkbox"/> Chromate salts | <input type="checkbox"/> Paint Remover/Stripper | <input type="checkbox"/> Propanol |
| <input type="checkbox"/> Chromium | <input type="checkbox"/> Paints/Lacquers | <input type="checkbox"/> Flux (Zinc Chloride, fluorides, etc.) |
| <input type="checkbox"/> Cobalt | <input type="checkbox"/> Pentachlorophenol | <input type="checkbox"/> Shellac |
| <input type="checkbox"/> Cresol | <input type="checkbox"/> Photographic developers and fixers | <input type="checkbox"/> Diesel Gas, Diesel Oil |
| <input type="checkbox"/> Cutting Oil | <input type="checkbox"/> Photogravure Ink
(copy machine) | <input type="checkbox"/> Ethyl Alcohol |
| <input type="checkbox"/> De-emulsifier for oil
(specify) | <input type="checkbox"/> Other substances that may be considered corrosives,
oxidizers, radio-active, or toxic. Please list below: | <input type="checkbox"/> Freon 20, R20 |
| <input type="checkbox"/> Graphite | | <input type="checkbox"/> Gasoline (petrol, ethyl) |

Schedule of Rates

Healdsburg Municipal Code, Chapter 5

Business' may have more than one (1) type of business tax classification.

Taxes are based on a year's period and paid in advance of anticipated gross receipts and subject to correction or confirmation the following year.

The annual business license period is July 1st through June 30th. Depending on the opening date of your business, license fees may be pro-rated on a quarterly basis. Contractors are exempt from pro-ration.

The following businesses are EXEMPT from fees: *banks, insurance companies, non-profit organizations, warehouses/storage facilities, secondary locations where all business revenue are reported through a primary location.*

Service			Wholesale/Manufacturing			Per Item			
Gross Receipts		Tax	Gross Receipts		Tax				
\$ -	\$ 9,999	\$ 15.00	\$ -	\$ 99,999	\$ 35.00	<u>Coin or Token Game Machines</u>			
10,000	24,999	\$ 40.00	100,000	199,999	\$ 50.00	1.5% of Gross Receipts			
25,000	49,999	\$ 75.00	200,000	299,999	\$ 85.00	<u>Coin or Token Vending Machines</u>			
50,000	74,999	\$ 105.00	300,000	399,999	\$ 115.00	1% of Gross Receipts			
75,000	99,999	\$ 130.00	400,000	499,999	\$ 150.00	<u>Barbershops & Beauty Salons</u>			
100,000	149,999	\$ 175.00	500,000	599,999	\$ 185.00	Per Chair \$ 10.00			
150,000	199,999	\$ 215.00	600,000	999,999	\$ 235.00	<u>Hotel, Motel, B&B Inns, RV's</u>			
200,000	and over	\$ 250.00	1,000,000	and over	\$ 330.00	For the first 10 units \$ 25.00			
						Each additional unit \$ 2.00			
						Max for Hospitals \$ 250.00			
Retail			Contractor			<u>Auto Rentals</u>			
Gross Receipts		Tax	Gross Receipts		Tax	First Vehicle \$ 25.00			
\$ -	\$ 14,999	\$ 25.00	\$ -	\$ 9,999	\$ 16.00	Each additional vehicle \$ 10.00			
15,000	44,999	\$ 35.00	10,000	49,999	\$ 35.00	<u>Transportation</u>			
45,000	99,999	\$ 50.00	50,000	99,999	\$ 50.00	For delivery trucks, taxicabs, ambulance, and bus transportation.			
100,000	149,999	\$ 75.00	100,000	149,999	\$ 85.00	Each vehicle \$ 25.00			
150,000	174,999	\$ 125.00	150,000	199,999	\$ 115.00				
175,000	199,999	\$ 150.00	200,000	249,999	\$ 150.00				
200,000	224,999	\$ 175.00	250,000	299,999	\$ 185.00				
225,000	249,999	\$ 200.00	300,000	399,999	\$ 250.00				
250,000	299,999	\$ 220.00	400,000	499,999	\$ 300.00				
300,000	349,999	\$ 240.00	500,000	599,999	\$ 365.00				
350,000	399,999	\$ 260.00	600,000	699,999	\$ 430.00				
400,000	449,999	\$ 280.00	700,000	799,999	\$ 500.00				
450,000	499,999	\$ 300.00	800,000	899,999	\$ 565.00				
500,000	599,999	\$ 320.00	900,000	999,999	\$ 630.00				
600,000	699,999	\$ 340.00	1,000,000	and over	\$ 665.00				
700,000	799,999	\$ 360.00				<u>Professional</u>			
800,000	899,999	\$ 380.00	Gross Receipts		# of Professionals in Office				
900,000	and over	\$ 400.00			1	2	3	4	
			\$ -	\$ 29,999	\$ 65.00	\$ 130.00	\$ 195.00	\$ 260.00	
			30,000	39,999	\$ 100.00	\$ 165.00	\$ 230.00	\$ 295.00	
			40,000	49,999	\$ 135.00	\$ 200.00	\$ 265.00	\$ 330.00	
			50,000	and over	\$ 200.00	\$ 265.00	\$ 330.00	\$ 395.00	
<i>The following qualify as Professional: Accountants, Appraisers, Architects, Attorney's, Dentists, Engineers, Finance Companies, Investment Brokers, Mortuaries, Physicians, Surveyors and Veterinarians.</i>									

In addition to applicable license fee(s) above, **a mandatory CA SB-1186 \$4.00 fee will be charged per license.** The purpose of the state fee is to increase disability access and compliance with construction related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws.

If you have any questions, please call 707-431-3304.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS:

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERALSERVICES,
Division of the State
Architect, CASp Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERALSERVICES,
California Commission on
Disability Access

www.cdda.ca.gov

www.cdda.ca.gov/resources-menu/

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASp) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs to assist businesses with access compliance and access expenditures are available:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcfca/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities, and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.