



CITY OF FOLSOM
DISTINCTIVE BY NATURE

Finance Tracking #: _____

Planning Counter Hours 8:00 am to 1:00 pm

CITY OF FOLSOM
Community Development Department
50 Natoma Street Folsom CA 95630
Planning (916) 355-7214 / Fax (916) 355-7274

HOME OCCUPATION AND BUSINESS LICENSE APPLICATION

- The Applicant shall provide proof of Residency at the address listed below.
 - (i.e. Utility Bill, Drivers License, etc....)
- If a Sellers Permit is needed for your business, it must be obtained prior to obtaining a Business License with the City of Folsom (required for any retail or wholesale business)
 - A copy of the Sellers Permit must be provided to the City of Folsom

Office Use Only

(Planning Division Sign Off 8:00 am to 1:00 pm)

Approval Date: _____ Approved By: _____ Permit #: _____

Business License Information

Business Name: _____ Business Phone#: _____

DBA (for LLC's & Corps ONLY): _____ Phone #: _____

Owner's Name: _____ Home/Emergency Phone#: _____

Owner's Address: _____ Folsom, CA 95630

Mailing Address (if different from above): _____

Nature of Business: _____

SSN # or Federal ID #: _____ Seller Permit #: _____

State Contractors License #: _____ Class: _____

Home Occupation Permit Fee (one time fee).....\$26.00 \$ _____

-Resolution #8301

New License Review Fee (one time fee).....\$22.00 \$ _____

-Resolution #8301

Business License Tax (per year/pro-rated quarterly).....\$40.00 \$ _____

-FMC 50.04.580

TOTAL AMOUNT DUE: \$ _____

Please complete and sign the following questionnaire prior to submittal to the Planning Division for review of the Proposed Home Occupation.

1. Do you own the home where the Home Occupation will be conducted: ☐ Yes ☐ No
 2. If No, please complete the following:
 - a. Property Owner of Record Name (please Print): _____
 - b. Authorized Signature: _____
 3. Do you intend to use or store any flammable or combustible fluids or hazardous materials?
☐ Yes ☐ No If Yes, you must complete the following:
 - a. Folsom Fire Department Representative Name: _____
 - b. Fire Department Signature: _____ Date: _____
 4. Will any business-related commercial vehicle(s) be stored at the home?
☐ Yes ☐ No If Yes, you must complete the following:
 - a. Folsom Fire Department Representative Name: _____
 - b. Fire Department Signature: _____ Date: _____
 5. Police Department Approval (if necessary):
 - a. Folsom Police Department Representative Name: _____
 - b. Police Department Signature: _____ Date: _____
-
6. Is there any other Home Occupation at this same dwelling? ☐ Yes ☐ No
If Yes, describe the business: _____
 7. How many occupants of the dwelling will be engaged in the Home Occupation on the subject property? _____
 8. Type of Business (check one):
☐ Sole Proprietor ☐ Partnership ☐ Corporation
 9. List other business owners/partners employed by the business NOT living in the home who would be reporting to work at the residence:
Name: _____ Address: _____ Phone#: _____
Name: _____ Address: _____ Phone#: _____
 10. Will your business involve customers, clients, patients, or visitors coming to your home?
☐ Yes ☐ No If Yes, complete the following:
 - a. How many clients will attend at any one time? _____
 - b. What is the maximum number of clients at the home in any one day? _____
 - c. What days and times will clients generally visit the home? _____

11. Will there be products sold on the premises?

☐ Yes ☐ No

a. If Yes, please describe: _____

12. Will there be storage of products or materials for the Home Occupation? ☐ Yes ☐ No

13. What percentage of the residence floor area will be used for office and/or storage? _____%

14. Will there be any signs advertising the Home Occupation? ☐ Yes ☐ No

a. If Yes, please describe: _____

15. Is the Home Occupation required to comply with any other County, State, or Federal regulations? ☐

Yes ☐ No ☐ If Yes, which regulations apply and how does the Home Occupation comply with them? _____

I hereby certify under penalty of perjury that the above information is true and correct to the best of my knowledge, and further agree to uphold the regulations for Home Occupations relating to the operation of business.

Applicant's Signature: _____ Date: _____

Partner's Signature: _____ Date: _____
(If Applicable)



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HOME OCCUPATION INFORMATION

A Home Occupation is any business-related use carried on within a dwelling or accessory structure, primarily by the inhabitants of the structure, which use is secondary to the residential use of the dwelling. The Home Occupation must not substantially or materially change the residential character of the surrounding neighborhood. The conduct of a Home Occupation shall be subject to the following conditions pursuant to the Folsom Municipal Code, Section 17.61:

1. Renters must obtain written approval of the property owner or authorized representative.
2. A Home Occupation involving the use or storage of flammable or hazardous material will not be allowed unless the Fire Department approves, in writing, the amount and method for use and storage of such materials.
3. Storage, operation or display of materials, goods, supplies or equipment related to the operation of a Home Occupation visible from outside the premises is prohibited. All storage associated with the business is allowed in the dwelling to maximum of 25% of the floor area of the dwelling.
4. No activity, which produces noise, smoke, odors, glare, electrical interference, or vibrations discernable beyond the site, is allowed.
5. Home Occupation employment is limited to resident occupants plus two (2) non-resident employees or business partners on site. The number of clients that can be present at the residence is limited to two (2) at any one time, and not to exceed a maximum of eight (8) per day. Clients are permitted at the Home Occupation business location only on weekdays from 7:00 a.m. to 10:00 p.m. and on weekends from 8:00 a.m. to 6:00 p.m.
6. One commercial vehicle is allowed, not to exceed one-ton capacity. Regardless of the number of Home Occupations at a residence, only two (2) additional vehicles (including commercial, employee and client vehicles) can be present at any one time. Off-street parking space shall be provided for any commercial vehicle associated with the Home Occupation.
7. There shall be no commercial deliveries from or to the Home Occupation premises beyond what is normally incidental to residential uses. Normal residential deliveries can be defined as typically being no more than one per day, during normal business hours of 8:00 a.m. to 6:00 p.m.
8. One attached wall, suspended or projecting nameplate sign not to exceed one square foot of area and pertaining directly to the particular Home Occupation is allowed, subject to approval by the Community Development Director.

Procedure:

- Complete attached Home Occupation Permit and Business License Application Form
- Obtain property owner approval, if necessary
- Obtain Fire Department approval, if necessary
- Obtain Planning, Community Development Director's approval
- Remit Fee



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HOME OCCUPATION PERMIT AND BUSINESS LICENSE APPLICATION

No person shall conduct a Home Occupation without first obtaining a Home Occupation Permit from the Community Development Director or his/her designee. The Home Occupation Permit is granted only to the permittee named on the permit and for the business to be conducted at the location stated on the permit and is not transferable.

The attached Home Occupation Permit and Business License application form needs to be completed and signed by the applicant and submitted to the Community Development Department. The Community Development Director, or his/her designee, will review the application for compliance with the provisions of the Home Occupation Ordinance (Ordinance No. 804). Upon approval of the application and prior to issuance of the Permit, the applicant shall pay the current fee amount established to cover permit, administrative and business license costs, as follows:

- | | |
|--|---|
| • Home Occupation Permit Application Fee | \$26.00 (one-time) |
| • New Business License Review Tax | \$22.00 (one-time) |
| • Home Occupation | \$40.00 (annual fee, pro-rated quarterly) |

All Home Occupation Business Licenses shall be valid through the fiscal year, which begins July 1 and ends June 30 (annual fee is pro-rated quarterly with the application). Thereafter, the applicant is required to renew the license annually (\$40.00 fee) with the renewal statement issued by the Finance Department. If the Home Occupation continues to meet the then current criteria, the license may be renewed.

If the Community Development Director determines the proposed Home Occupation cannot be conducted in compliance with the regulations of Folsom Municipal Code Chapter 17.61 or that it may alter the residential character of the surrounding neighborhood, the Home Occupation request will be denied. The Community Development Director's decision can be appealed to the Planning Commission within 10 working days of his/her decision. To appeal this decision, the applicant must submit a request in writing to the Community Development Director with a non-refundable fee for Home Occupation Permit Appeal of \$50.00.

If the Community Development Director has reason to believe that a Home Occupation is being conducted without a permit or in violation of a permit, a home business can be investigated. If the preliminary determination is made that a violation exists, the permittee will be notified in writing and given an opportunity to respond. After considering the permittee's response, the Director will issue a final determination and serve a copy to the permittee and any complaining parties. If a violation exists, the Community Development Director shall order that the Home Occupation cease.



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The fee for business license tax is based on our fiscal year and prorated on a quarterly basis. For licenses issued from July 1 through September 30, the annual fee is \$40. From October 1 through December 31, the fee is \$30; January 1 through March 31, the fee is \$20; April 1 through June 1 the fee is \$10.

All businesses involving sale of merchandise (retail or wholesale) must provide a copy of their resale certificate (i.e. sellers permit) from the State Board of Equalization **before** a license can be issued. To apply for a resale certificate the business must contact the State of California, Board of Equalization, 3321 Power Inn Road, Suite 210, Sacramento, CA 95826-3889, (916) 227-6700. It takes approximately 10 working days to receive the resale certificate after applying.

Businesses may apply for a Fictitious Business Name Statement. This is filed through the County Recorder's Office. They can be reached at (916) 874-6644.

If a business owner has questions regarding federal income taxes and filing, please refer them to the IRS at 800-829-3676. State income tax questions should be referred to State Franchise Tax at 800-852-5711. County Health Department should be contacted if the business involves preparation of food. Their number is (916) 875-8440.

Individuals having a home office for general contracting or sub-contracting are not required to carry a home occupation business license. Their license fees are paid with each building permit they obtain.



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Business Start-up Checklist

Health Permit obtained from:	Required for businesses dealing with food. Sacramento County Environmental Health Dept. 10590 Armstrong Avenue Mather, CA 95655 Ph# 916-875-8440
Sellers Permit obtained from:	Required for any retail or wholesale business. State of California, Board of Equalization 3321 Power Inn Rd Suite 210 Sacramento, CA 95826-3889 Ph# 916-227-6700 or 800-400-7115
Fictitious Business Name Statement:	Required for any business where the last name of the owner is not part of the business name. Sacramento County Clerk-Recorder Dept. 700 H Street, Room 1710 Sacramento, CA 95814 Ph# 916-874-6644
State Employer # Obtained from:	Required for submitting payroll information to State. State of California, Employment Development Dept. 7001A East Parkway, Room A Sacramento, CA 95823 Ph# 916-654-8706
Federal Tax ID:	Internal Revenue Service 4330 Watt Avenue Sacramento, CA 95821 Ph# 800-829-3676
Better Business Bureau:	400 S Street Sacramento, CA 95814 Ph# 916-443-6843
Contractor's License:	State Contractor's License Board PO Box 26000 9835 Goethe Road Sacramento, CA 95826 Ph# 800-321-2752 or 916-255-4450
Small Business Admin:	650 Capitol Mall, Suite 7-500 Sacramento, CA 95814 Ph# 916-930-3700
Folsom Chamber of Commerce:	200 Wool Street Folsom, CA 95630 Ph# 916-985-2698
ABC:	State of California Alcohol Control Board 3321 Power Inn Road, Suite 230 Sacramento, CA 95826 Ph# 916-227-2002
Building Inspection	For appointments Ph# 916-355-7323
Fire Inspection	Fire Marshal appointments Ph# 916-984-2871