



PURPOSE

A Home Occupation, also known as a home-based business, means operating a business at your residence. There are no advertising signs, no display, no stock or commodity sold on the premises, no employees and no mechanical or electrical equipment, other than that necessary or convenient for domestic purposes.

REQUIREMENTS

- Any house, apartment, or other legal dwelling unit can be the site of a home-based business.
- The primary use of the dwelling unit **MUST** be as a residence; the business use **MUST** be secondary.
- The owner of the home-based business **MUST** live in the dwelling unit.
- The business activity **MUST** be conducted inside the dwelling unit (or within another enclosed structure on the same property).
- Signage, or any other form of advertising or display, **SHALL NOT** be visible from the exterior of the dwelling unit.
- If the business involves the sale of products, the products **SHALL NOT** be sold on the premises; however, limited quantities may be stored inside the dwelling unit (or within another enclosed structure on the same property).
- All employees of the home-based business **MUST** live in the dwelling unit or **MUST** work only at an off-site location.
- High-power or high-capacity equipment **SHALL NOT** be installed in the dwelling unit for the primary purpose of serving the home-based business.

PROCEDURES FOR OBTAINING A PERMIT

1. Begin at the Finance Department (at City Hall) and obtain a Home Occupation Permit application form. Since you would be transacting business within the Millbrae city limits, you will also be given a Business License application form (which is required for all businesses) and Finance staff can assist you with any questions you may have regarding that form.
2. Complete both forms and bring them to the Community Development Department (also at City Hall) for review by the Planning staff.
3. Planning staff will examine both forms, ask you a few questions in order to fully understand the nature of your business, and either approve (by signing) or deny (by not signing) your request based upon the information you provide.
4. If you wish to operate more than one business from the same residence, this will be considered only with your submittal of a **SEPARATE** Home Occupation Permit for each distinct business activity or entity.
5. It is your responsibility to be aware of and fully comply with all federal, state, and county permits, licenses, or other requirements which may pertain to your particular business activity.

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