

# INSTRUCTIONS TO APPLICANT FILING HOME OCCUPATION PERMIT

KERN COUNTY PLANNING AND NATURAL RESOURCES DEPARTMENT  
2700 "M" Street, Suite 100  
Bakersfield, CA 93301  
Telephone (661) 862-8600 Fax 862-8601

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## **PURPOSE:**

*A Home Occupation is a small business conducted as a residential accessory use that can be located and conducted so that an average neighbor, under normal circumstances, would not be aware of its existence. The standards for home occupations are intended to ensure compatibility with other permitted uses and with the residential character of a neighborhood. A home occupation can be conducted within a residence or an accessory building, providing the area devoted to the proposed business does not exceed 25 percent of the area of the first floor of the residence; however, no outside storage is permitted. Under the County's Home Occupation Ordinance, employees other than the resident/applicant are not permitted, except as permitted under AB1616 (Food Safety: Cottage Food Operations), and no advertising signs are permitted on the property. The home occupation standards, which must be strictly adhered to, are listed under Section D, on page 3, of the attached application. Regulations concerning home occupations are contained in Chapter 19.94 of the Kern County Zoning Ordinance.*

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## **APPLICATION DIRECTIONS:**

SECTION A: The applicant is the individual or firm that will be conducting the home occupation, and that information must be provided in subsection 1. If the application is being completed by someone on behalf of the applicant, subsection 2 must be completed.

SECTION B: If the applicant is not the owner of the property upon which the home occupation will be conducted, the information regarding present ownership must be provided in this section.

SECTION C: This section requires specific information about the location of the proposed home occupation. The street address, even if the mailing address is different, is required. The property's legal description can be located on the grant deed, and the Assessor Parcel Number is located on your tax bill. Staff at the Planning and Natural Resources Department may be able to help you if you are having difficulty in accessing this information, as well as in estimating the square footage or acreage of the site. Please be as specific as possible in describing the proposed use for the home occupation. Applicants are encouraged to attach a detailed statement describing the proposed business, if necessary, as this information is essential to ensure the proposed business qualifies as a home occupation.

SECTION D: The standards for all home occupations are listed in this section. These are minimum standards, and the proposed business must clearly demonstrate compliance with these standards before a Home Occupation Permit can be issued. Staff is available to interpret or explain these standards more fully, should there be any questions.

**SECTION E:** Insert your name in the blank on the first line, and sign on the appropriate line. If the applicant is not the property owner, the owner of record must sign the second line or furnish a letter authorizing the application to be filed.

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There is a one-time filing fee for processing the Home Occupation Permit. The fee is \$50, and it is required at the time the application is submitted. Because no public hearings are required for consideration of a Home Occupation Permit, applications are normally processed within one to two weeks. Although Home Occupation Permits are valid as long as the business operates from the property, these permits can be revoked by the Planning Director for reasons of noncompliance with the adopted standards.

# APPLICATION FOR HOME OCCUPATION

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**\*\*\* IMPORTANT \*\*\***

Before preparing this application, read completely the  
"Instructions to Applicant Filing for Home Occupation."

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## SECTION A - APPLICANT

1. **Name of Applicant** (if not an individual, use corporate or firm name):

\_\_\_\_\_

**Mailing Address** (include Zip Code): \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

2. **Name of Individual Representative** (if not same as above):

\_\_\_\_\_

**Mailing Address** (include Zip Code): \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

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## SECTION B - PROPERTY OWNER

1. **Name of Current Record Property Owner(s):**

\_\_\_\_\_

**Mailing Address** (include Zip Code): \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

2. **Approximate Date Interest in Property Was Acquired:** \_\_\_\_\_

Month/Year

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## SECTION C - PROJECT LOCATION/DESCRIPTION

1. **Street Address of Site** (if available): \_\_\_\_\_

2. **Assessor's Parcel Number(s):** \_\_\_\_\_

3. **Square Footage or Acreage of Site:** \_\_\_\_\_

4. **Exact Description of the Proposed Home Occupation**, including (a) trade name or business title; (b) resale number, if any; and (c) list any tools, machinery, or equipment required or used in the practice of the occupation (attach additional sheets if necessary): \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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**SECTION D - HOME OCCUPATION STANDARDS**

In accordance with Chapter 19.94.040 of the Kern County Zoning Ordinance, a Home Occupation shall comply with the following minimum standards:

1. The home occupation shall be conducted solely by the occupants of the residence, except as permitted by AB 1616.
2. Not more than twenty-five percent (25%) of the gross area of one (1) floor of a residence, or equivalent area in an enclosed detached accessory building, shall be used for such purpose.
3. No use shall require external alterations or involve construction features or the use of electrical or mechanical equipment that would change the fire rating of the structure or the fire district in which the structure is located.
4. There shall be no outside storage of any kind related to the home occupation.
5. The home occupation shall be conducted by appointment only.
6. The home occupation shall not require the services of commercial carrier freight deliveries at the site in a frequency greater than normally found in a residential area.
7. No home occupation shall create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in an average residential occupancy in the district in question under normal circumstances wherein no home occupation exists.
8. There shall be no sales of products or merchandise other than those produced on the premises and shall be limited to those which are incidental to the permitted home occupation.
9. No sign shall be permitted, other than the clearly posted address of the home.
10. Vehicles required for the operation of a home occupation shall not exceed five (5) tons. For Home Occupations permitted under AB 1616 (Food Safety: Cottage Food Operations) parking shall be provided in accordance with Chapter 19.82.020L (Off-Street Parking) and shall consist of 2 off-street parking space per dwelling unit and one additional off-street parking space per employee.

**SECTION E - APPLICANT CERTIFICATION**

**I hereby certify to the County of Kern** that I, \_\_\_\_\_, am the applicant for this request and that I have read and understand the above-mentioned Standards for Operating a Home Occupation. I understand that fees submitted are application filing fees and are nonrefundable. The attachments and information provided on this application are true and correct. I agree to comply with all County Ordinances, including the standards for operating a Home Occupation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner of Record

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

**Home Occupation No.:** \_\_\_\_\_

**Date Filed:** \_\_\_\_\_

**Zone Map No.:** \_\_\_\_\_

**Receipt No.:** \_\_\_\_\_

**Existing Site Zoning:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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