



# City of Rocklin

3970 Rocklin Road, Rocklin, CA 95677  
Phone (916) 625-5000 • www.rocklin.ca.us  
Hours: Mon - Fri 8 - 4

|                          |                         |
|--------------------------|-------------------------|
| <i>Please Check One</i>  |                         |
| <input type="checkbox"/> | New Business            |
| <input type="checkbox"/> | Change of Ownership     |
| <input type="checkbox"/> | Change of Location      |
| <input type="checkbox"/> | Change of Business Name |

## BUSINESS LICENSE APPLICATION

|   |   |
|---|---|
| <b>THE INFORMATION IN THIS SECTION IS PUBLIC INFORMATION</b>  | <b>• For Office Use Only •</b>  |
| <b>Business Name</b> _____<br><b>Corporate Name</b> _____<br><small>(if applicable)</small><br><b>Bus. Owner Name</b> _____<br><b>Business Location</b> _____<br><small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17538.5)</small><br><b>Mailing Address</b> _____<br><br><b>Business Phone No.</b> _____ <b>Business Fax No.</b> _____<br><b>Bus. Email Address</b> _____<br><b>Website Address</b> _____<br><br><b>Location</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Home Based<br><b>Ownership</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust | <b>Business License No.</b> _____<br><b>Category:</b> _____<br><b>Date/Amount:</b> _____<br><br><b>Contractor Only</b> _____<br><b>State Lic. No.</b> _____<br><b>State Lic. Type</b> _____<br><b>Expire Date</b> _____ |

**CONFIDENTIAL INFORMATION: ENTER BELOW NAMES OF OWNERS, PARTNERS, OR CORPORATE OFFICERS**

Per AB 2184, you may protect your residential address by providing a different Service of Process address in accordance with Sections 16000.1(a)(2) and 16100.1(a)(2) of the Business and Professions Code. To do so, please fill out the section on the bottom of this form.

|  |  |
|--|--|
| <b>1st Owner Name</b> _____ <b>Title</b> _____<br><b>Home Address</b> _____ <b>Home Phone No.</b> _____<br><small>(Cannot be P.O. Box)</small><br><b>Email Address</b> _____<br><br><b>2nd Owner Name</b> _____ <b>Title</b> _____<br><b>Home Address</b> _____ <b>Home Phone No.</b> _____<br><small>(Cannot be P.O. Box)</small><br><b>Email Address</b> _____ | <b>Other ID No.</b> _____<br><br><b>Other ID No.</b> _____ |
|--|--|

|  |  |
|--|--|
| <b>Please describe the nature of your business:</b><br>_____<br>_____<br>_____ | <b>Number of Full-Time Employees</b><br>_____<br>_____ |
|--|--|

I acknowledge and understand that the Business License Certificate issued by the City of Rocklin is a receipt evidencing that I have paid the City of Rocklin business license tax imposed under Chapter 5.04 of the Rocklin Municipal Code for the year indicated. Issuance of the certificate does not entitle me to carry on the business without complying with all other City building and zoning ordinances and all other applicable laws. I take full and sole responsibility for determining that the business location stated above has the proper zoning and is in the appropriate type of structure, and for securing all necessary approvals prior to commencement of business at this location. **I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**• PLEASE SEE REVERSE SIDE OF THIS FORM •**

**SERVICE OF PROCESS ADDRESS, PURSUANT TO AB 2184 - AVAILABLE FOR PUBLIC INSPECTION**

If you wish to protect your residential address with a different service of process address, please provide it here.  
NOTE - if your service of process address is a post office box or private mailbox, it must comply with paragraph (2) of subdivision (b) of Section 17538.5 of the California Business and Professions Code.

**Service of Process Address** \_\_\_\_\_

**Residential Address to protect**     Business Location     Mailing Address     Owner/Partner/Officer Address

## BUSINESS LICENSE - GENERAL INFORMATION

- ➔ **WHY DO I NEED A BUSINESS LICENSE?** The City of Rocklin imposes an annual tax on all businesses, trades, and professions operating in the City. The Business License Certificate is proof that the tax has been paid and must be up to date as a condition of conducting the business.
- ➔ **WHAT ABOUT ZONING?** Obtaining a Business License Certificate does not mean your business location has the proper zoning. **Before signing a lease** for the tenant space/building, you should check with the Rocklin Planning Department to verify that the intended use is in the proper location.
- ➔ **APPLYING FOR A BUSINESS LICENSE AS A MASSAGE OR PHYSICAL THERAPIST?** A copy of your State of California License and/or Certificate is required. All massage business licenses are required to obtain a Massage Permit through the Rocklin Police Dept. prior to applying for your business license. Rocklin Police Dept. is located at 4080 Rocklin Rd, Rocklin, CA, phone number 916-625-5400.
- ➔ **FOR MORE INFORMATION,** please see the City's website at [www.Rocklin.ca.us](http://www.Rocklin.ca.us).

## CITY OF ROCKLIN • BUSINESS LICENSE FEE INFORMATION

Please use one of the following tables to calculate your Business License Tax and include any applicable **ADDITIONAL FEES** (see list below). If you are uncertain which table applies to your business, please call (916) 625-5020.

### BUSINESS LICENSE TAX TABLES (One Year)

| ANNUAL GROSS RECEIPTS  | (Business License Tax) | APARTMENTS/HOTELS       |                            |
|--|------------------------|-------------------------|----------------------------|
| \$ 15,000.00 or less   | \$ 45.00               | 3-6 Units               | \$15.00                    |
| 15,001.00 - 25,000   | \$ 70.00               | 7-12 Units              | \$30.00                    |
| 25,001.00 - 50,000   | \$ 90.00               | 13 or more Units        | \$30.00 <b>PLUS</b> \$1.25 |
| 50,001.00 & up   | \$125.00               |                         | for each unit over 12      |
| <b>Contractor (Contractor Lic A or B)</b> \$125.00<br><b>Manufacturing &amp; Public Utilities</b> \$125.00<br><b>Professional</b> \$125.00<br><b>Service</b> \$ 70.00<br><b>Subcontractor (Contractor Lic C or D)</b> \$ 80.00 |                        | TRANSPORTATION          |                            |
|  |                        | First Vehicle           | \$50.00                    |
|  |                        | Each additional vehicle | \$25.00                    |

#### ADDITIONAL FEES:

|   |           |
|---|-----------|
| <b>Business License Application</b> (required for new business license)                                       | \$ 20.00  |
| <b>SB 1186 CASp Fee</b> (required for new and renewed business licenses)                                      | \$ 4.00   |
| <b>Home Occupation Permit</b> (required for new businesses operating from a residence within the City limits) | \$ 141.00 |
| <b>Duplicate Business License Certificate</b>   | \$ 5.00   |
| <b>Name or Location Change</b>  | \$ 5.00   |
| <b>Fire Inspection for Home Occupation Permit</b> (if required)   | \$ 117.00 |

### BUILDING DEPARTMENT COMMENTS (Rocklin Commercial Businesses Only)

It is the applicant's responsibility to schedule the necessary departmental inspections/approvals. Building approvals can be expedited by contacting the Building Division at 916-625-5120 directly to arrange for the necessary inspections. **Failure to obtain departmental approvals can result in delays to your scheduled opening.** The applicant must contact the Building Division as soon as possible and no later than 5 working days before the scheduled date of opening, to arrange for the necessary review/inspection.

If you are in the process of remodeling, including changing or adding signs, and have not obtained a building permit, please contact the Building Division to verify if a permit is required. If so, you will be given instructions on how to proceed in applying for the necessary permit(s).

### SB1186 COMPLIANCE

On September 19, 2012 Governor Brown signed into law Senate Bill -1186 which adds a state fee of \$1 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose of this 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, as specified.

On October 11, 2017, this \$1 fee was extended indefinitely and, on Jan. 1, 2018 until Dec. 21, 2023, the amount was increased from \$1 to \$4. The fee will revert back to \$1 on Jan. 1, 2024.

Effective January 1, 2018, \$4 of the amount paid for new and renewal Business Licenses in the City of Rocklin is being collected to comply with this State Mandate. 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 (SB1186, Section 15, 4469). You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

Division of the State Architect - [www.dgs.ca.gov/dsa](http://www.dgs.ca.gov/dsa); Department of Rehabilitation - [www.dor.ca.gov](http://www.dor.ca.gov); and California Commission on Disability Access - [www.cccda.ca.gov](http://www.cccda.ca.gov)



**City of Rocklin**  
 Community Development Dept.  
 3970 Rocklin Road  
 Rocklin, California 95677  
 Phone (916) 625-5160 FAX (916) 625-5195

**HOME BUSINESS PERMIT**

(PLEASE PRINT OR TYPE)

**Applicant's Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
 \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Name of Business, if any:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Receipt:** \_\_\_\_\_

I hereby apply for a Home Business Permit. I certify that I have read the permit information contained herein, that I understand the terms and conditions applicable to a Home Business Permit, and further state that I agree to abide fully by all Home Business regulations contained in Rocklin Municipal Code Chapter 17.68 and any special conditions noted herein (Beginning on Page 5).

I understand that when a commercial facility is located in a private residence, that portion used both for the commercial facility and residential purposes is covered by the new construction and alteration requirements of the California Building Code for disabled access (CBC 1101B.6). This includes the homeowner's front sidewalk, door or entryway, hallways, and those interior or exterior parts of the residence available to or used by employees or visitors of the commercial facility, including restrooms.

I affirm that it is my responsibility to provide access for my clients and employees under the California Building Code. If this requirement cannot physically be met on my residential property, I will provide reasonable accommodation by temporarily conducting my business with the client at another location which is accessible to the client.

I understand that approval of a Home Business Permit does not relive me of my duty and obligation to comply with all other rules, regulations, ordinances, or laws governing the use of the premises and structures thereon, including, but not limited to, the California Building Code, the California Fire Code, and any private restrictions (i.e. CC & R's) relative to the property.

I agree to notify the City if I abandon the business, I move, or if any other significant changes in the operation of the business occur.

I hereby affirm that the information given herein is correct and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

This permit is not transferable to another location without City approval. It may not be assigned to another person and is only valid for the specific business for which it is issued.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION ABOUT THE HOME AND BUSINESS**

1. Do you own or are you renting your home?  
 Own home  
 Rent home. If you do not own your home, please submit a letter from the owner / landlord verifying that they have given you permission to use the home for the business.

2. Describe the type of business which you desire to operate and how it will function, what activities will take place in the home and what activities will take place at your client's location.

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3. Describe where on the property or in what room of the house the business will be conducted to the extent applicable. (Please remember that a minimum 10' x 20' space in the garage must be reserved for personal use, such as the parking of an automobile). Provide a floor plan, if necessary.

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4. Will any equipment not normally found in a home be used in conjunction with the home business?  
 No.  
 Yes, if so, specifically list the types of machinery or equipment and materials to be used in conjunction with the home business, and where this will be located, connected, and/or stored.

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5. Will the business have any employees that do not live in the home?  
 No.  
 Yes, if so how many \_\_\_\_\_, please list below and note if they would report to work at the residence. Note: Only one employee is allowed at the residence at a time.

| Employee Name | Will report to work at the residence? |
|---------------|---------------------------------------|
| _____         | _____                                 |
| _____         | _____                                 |
| _____         | _____                                 |
| _____         | _____                                 |

6. Will your business involve customers or clients coming to the home?

No, never.

Yes, sometimes (approximately \_\_\_\_\_ a day / week / month / other \_\_\_\_\_)

Yes, always (approximately \_\_\_\_\_ a day / week / month / other \_\_\_\_\_)

What is the maximum number of customers or clients you expect at any one time? \_\_\_\_\_

7. How often will shipping services like UPS or Fed Ex come to the home to deliver or pick up materials?

Never  Once a month  Once a week  Once a day  Other \_\_\_\_\_

8. Will there be storage of products or materials?

No.

Yes. If yes, describe where storage will occur in the home, on the property, or in an off site facility as applicable. Include storage that will be within a truck, trailer, or other vehicle, and where that vehicle is to be kept.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List and describe all vehicles registered with the DMV for the address of the home business regardless of if they will be used for the business.

| <u>Year</u> | <u>Make</u> | <u>Model</u> | <u>License No.</u> | <u>Color</u> |
|-------------|-------------|--------------|--------------------|--------------|
| _____       | _____       | _____        | _____              | _____        |
| _____       | _____       | _____        | _____              | _____        |
| _____       | _____       | _____        | _____              | _____        |
| _____       | _____       | _____        | _____              | _____        |

10. Will there be any delivery vans, commercial trucks, trailers, or other specialized vehicles used in conjunction with the home business?

No.

Yes. If yes, please complete the following:

License No.: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_

Year of Vehicle: \_\_\_\_\_

Size of Vehicle: \_\_\_\_\_

Gross Weight of Vehicle: \_\_\_\_\_

Height of Vehicle: \_\_\_\_\_

Where will the vehicle be parked?  Garage  Street  Yard  Driveway  
 Off site, \_\_\_\_\_

11. How do you intend to generate business? Check each method to be used.

- |  |  |
|--|--|
| <input type="checkbox"/> Newspaper Advertising     | <input type="checkbox"/> Telephone Soliciting    |
| <input type="checkbox"/> Word of Mouth             | <input type="checkbox"/> Direct Mail Advertising |
| <input type="checkbox"/> Referral Service          | <input type="checkbox"/> Catalogs, Magazines     |
| <input type="checkbox"/> Distribution of Handbills | <input type="checkbox"/> Yellow Pages            |
| <input type="checkbox"/> Signs                     | <input type="checkbox"/> Internet                |

12. Will any CB radios or other transmitting equipment be used in conjunction with the business?

- No.
- Yes. If yes, please complete the following:
- a. Are you governed by the Federal Communications Commission? Yes  No
- b. List licensed radios or other equipment below, including call numbers.

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13. Will you make any changes to the house, garage, or other structures including additions, remodeling, changes or additions to wiring, plumbing, etc. to accommodate the business?

- No.  Yes. If yes, please describe below and contact the Building Division of the Rocklin Community Development Department (916/625-5120) to verify that your business and / or the changes proposed will not conflict with the California Building Code or require a Building Permit:

Description: \_\_\_\_\_

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Conflict with California Building Code or Building Permit Required  Yes  No

Contact Person/Date: \_\_\_\_\_

14. Do you intend to use or store any flammable, combustible or hazardous fluids or materials that would not typically be found in a home and / or in quantities greater than would typically be found in a home?

- No.  Yes. If yes, Fire Department approval is required please complete the following and obtain clearance from the Rocklin Fire Department ( 916/625-5300):

| Type of hazardous material(s) | Quantity | Storage Location |
|-------------------------------|----------|------------------|
|-------------------------------|----------|------------------|

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Contact Person/Date: \_\_\_\_\_

15. Do you intend to have or use any specialized or unusual equipment that would not typically be found in a home?

No.       Yes. If yes, please contact the Building Division of the Rocklin Community Development Department (916/625-5120) and the Rocklin Fire Department (916/625-5300) to verify that the use and / or location of such equipment in a residence does not conflict with the provisions of the California Building Code or the California Fire Code:

| Special Equipment | Description |
|-------------------|-------------|
| _____             | _____       |
| _____             | _____       |
| _____             | _____       |
| _____             | _____       |

California Building Code     Yes     No    Contact Person/Date: \_\_\_\_\_  
California Fire Code         Yes     No    Contact Person/Date: \_\_\_\_\_

**SPECIAL CONDITIONS APPLICABLE TO THIS PERMIT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**GENERAL REGULATIONS APPLICABLE TO ALL HOME BUSINESSES PER  
ROCKLIN MUNICIPAL CODE CHAPTER 17.68**

**17.68.020 Permitted Uses: Subject to the provisions of the Rocklin Municipal Code, the conduct of the following business are permitted within a residence:**

1. Accountant;
2. Architect;
3. Artist (can conduct art restoration);
4. Assembly/manufacture, using equipment which shall not interfere with TV or radio reception, nor create noise, odor or visual impacts discernable beyond the site. Permitted assembly could include circuit boards, while prohibited assembly could include gasoline powered engines;
5. Author;
6. Beauty/barber shops, manicurist (limited to one operator);
7. Catering service (provided all other state and county requirements are met);
8. Consulting service;
9. Contracting service (office only, with no outside storage of vehicles or equipment);
10. Data processing, computer programming;
11. Direct sale product distribution (e.g., cosmetics, household items);
12. Draftsman;
13. Dress designer/dress making/alterations (limited to one operator);
14. Flower arrangement;
15. Gardening, lawn maintenance;
16. Home crafts. Ceramic kilns must meet building code requirements;
17. House cleaning;
18. Ice cream truck: conforming to the provisions of Section 17.68.040 (E)(1) of this chapter;
19. Interior design consultant;
20. Ironing;
21. Massage therapist (certified), physical therapist (limited to one operator and one client on site, by appointment);
22. Photographer;
23. Pool maintenance;
24. Private lessons (including outdoor swimming lessons);
25. Real estate or insurance sales agent or broker (limited to one operator);
26. Sale of product or service by mail, telephone, with off-premises (direct) product delivery;
27. Taxicab, limousine service (one vehicle);
28. Telephone answering, switchboard, call forwarding;
29. Typing, word processing, secretarial services;
30. Other uses found to have a similar impact, as determined by the community development director.

**17.68.030 Prohibited Uses: The following uses are prohibited as home businesses:**

1. Ambulance or hearse service;
2. Ammunition sales, reloading;
3. Animal hospital or grooming facility;
4. Auto and other vehicle repair, including auto painting;
5. Bathhouse;
6. Bed and breakfasts;
7. Carpentry/cabinet makers/woodworking/ furniture repair;
8. Funeral parlor or mortuary;
9. Laundry;
10. Medical, chiropractic (using X-rays or other equipment not normally found in a residence), or dental clinics or hospitals;



11. Photo development;
12. Repair or fix-it shops, including:
  - a. Repair or reconditioning or storage of boats and RV's,
  - b. Repair or reconditioning or storage of major household appliances;
  - c. Repair or reconditioning or storage of motorized vehicles or large equipment on-site;
13. Restaurants or taverns;
14. Retail sales not associated with permitted uses;
15. Upholstery shop;
16. Veterinary services, including boarding;
17. Welding.

#### **7.68.040 Conduct of Home Business: Regulations.**

The conduct of all home businesses shall comply with the following regulations:

- A. Appearance of Residence. The home business shall be restricted to the dwelling unit, accessory structure and garage, and shall not be conducted in the yard, except for private swimming lessons, and as provided for in subsection (B)(3) of this section.
- B. Storage.
  1. Outside storage is prohibited.
  2. On-site storage of hazardous materials (including toxic, explosive, combustible or flammable) beyond that normally incidental to residential use is prohibited.
  3. Storage of inventory or products and all other equipment, fixtures and activities associated with the business shall be allowed in the dwelling. Notwithstanding parking spaces for specified residential uses, storage of inventory or products and all other equipment, fixtures and activities associated with the business shall be allowed in the garage without compliance with Section 17.66.100 of this title; provided that such shall not encroach into or interfere with the use of an area not less than ten feet wide and twenty feet in length for nonbusiness, incidental residential uses.
- C. Employees.
  1. Only one individual not living in the residence is allowed to be present at the home business at any one time.
  2. Additional individuals may be employed by or associated with the home business, so long as they do not report to work at the home.
- D. Advertising and Signage.
  1. No signs are permitted either on or off the premises to identify the business or solicit customers.
  2. No display of products and or equipment produced or used by the home business may be displayed so as to be visible from outside home.
- E. Vehicles, Parking and Traffic.
  1. One commercial vehicle primarily associated with the business is allowed, not to exceed one ton capacity, ten feet in height, and to be of a size that would not overhang a sidewalk were it parked on a typical twenty-foot driveway pad. No vehicles connected with a home business may park in such a way as to overhang a sidewalk or to create any safety hazard.
  2. There shall be no commercial vehicle deliveries from or to the home business 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 eight a.m. to six p.m.
  3. No more than three vehicles can be parked at any one time at the residence in conjunction with the home business.
- F. Nuisance Issues.
  1. No activity which produces radio or TV interference, noise, glare, vibration or odor discernable beyond the site is allowed.
  2. No use of utilities or community facilities, including the material and volume of trash disposal, beyond that normal to the use of the property for residential purposes is allowed.

3. Issuance of a home business permit under this chapter shall not relieve the applicant from the duty and responsibility to comply with all other rules, regulations, ordinances or other laws governing the use of the premises and structures thereon, including, but not limited to, the Uniform Building Code, the Uniform Fire Code or any private restrictions relative to the property.
- G. Clients or customers are permitted at the home business from seven a.m. to ten p.m.
  - H. The community development director or designee may visit and inspect the site of a home business permitted in this chapter periodically to insure compliance with all regulations and conditions to which the permit is subject, during normal business hours, and upon giving reasonable notice.

**17.68.050 Permit Required: Application.**

- A. No person shall conduct a home business without first obtaining a permit from the community development director or designee and a valid business license certificate under Title 5 of this code.
- B. The community development director may require of the applicant for a permit such information as is necessary to determine the location and type of such business, and the manner in which it will be conducted.
- C. The home business permit is personal to the permittee named on the permit and for the business to be conducted at the location stated on the permit. The permit is not transferrable.
- D. The applicant for a home business permit must be the owner and occupant of the home, or, if a tenant occupying the home, must have the written authorization of the owner or owner's designee.

**17.68.080 Violation: Cessation Order - Other action.**

- A. Based on one or more complaints, the community development director or designee shall investigate any home business to ascertain if the conduct thereof violates regulations set forth in this chapter or the conditions of the permit. If the determination is made that a violation exists, the permittee shall be notified in writing of the alleged violation and the evidence supporting the determination that a violation exists, and given an opportunity to respond to the allegation. After considering the permittee's response, the director shall issue a final determination and serve a copy of the determination on the permittee and any complaining parties. If the final determination is that a violation exists, the director shall order that the home business cease. A continuation of the home occupation thereafter shall constitute a violation of this title.
- B. Nothing in this section shall be read to permit the conduct of a home occupation in violation of the conditions of the permit or to limit the right of the city to bring any action for a violation thereof, notwithstanding the acquiescence of surrounding neighbors to the manner in which the home business is conducted.