



**CITY OF SANTA PAULA  
PLANNING DEPARTMENT  
HOME OCCUPATION PERMIT  
APPLICATION**

Project # \_\_\_\_\_  
New \_\_\_\_\_ Renewal \_\_\_\_\_  
Next Renewal Date: \_\_\_\_\_  
(5 years)

**DESCRIPTION**      **Complete Questions On Back**      **(Please Print Clearly)**

Applicant: \_\_\_\_\_ Business Address: \_\_\_\_\_  
(Nombre de solicitante)      (Dirección del negocio)

Is there an existing home business or more than one business proposed for this location? \_\_\_\_\_  
If yes, a separate application is required for each business on the property.

Business Name: \_\_\_\_\_ APN: \_\_\_\_\_  
(Nombre del negocio)

Business Description: \_\_\_\_\_  
(Descripción del negocio- que vende)

\_\_\_\_\_ Zone: \_\_\_\_\_

Telephone #: (Home) \_\_\_\_\_ Cell \_\_\_\_\_  
(Numero de teléfono – casa)      (Celular)

E-mail \_\_\_\_\_ Contact: \_\_\_\_\_  
(Correo electrónico)      (Contacto)

**PROPERTY OWNER INFORMATION** (Información del dueño de la propiedad)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
(Nombre)      (Contacto)

Mailing Address: (city, state, zip) \_\_\_\_\_  
(Dirección de correo)      (Ciudad, estado, código postal)

Telephone #: \_\_\_\_\_ Business #: \_\_\_\_\_ Email: \_\_\_\_\_  
(Numero de teléfono)      (Numero de teléfono de negocio)      (Correo electrónico)

**SIGNATURES**

A business proposed on rented or leased property must have permission from the owner or by a person with the power of attorney or permission from the owner authorizing the application, or by the attorney-at-law representing the owner.

**OWNER'S AUTHORIZATION:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)      (Firma del dueño)      (Fecha)

I, \_\_\_\_\_, am the applicant for the proposed business and have read and understand the requirements of Chapters 16.05.090, 16.13.040, and 16.230 for a Home Occupation Permit, and hereby agree that the Home Occupation, if permitted, will conform to the aforementioned requirements. I have also obtained permission from the property owner as indicated above or attached hereto authorizing the filing of this application.

**APPLICANT:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)      (Firma del solicitante)      (Fecha)

**Fees - For City Use Only**

Planning Fee for each business application      \$ 107.00  
Building Inspection (\$24 ea. structure, see #2) \_\_\_\_\_

**Total Fees Due:**      \$ \_\_\_\_\_      **Fees Received by:** \_\_\_\_\_

(City Council Resolution 6257, Budget & Fee Schedule 2/14/13)      **Date Received:** \_\_\_\_\_

**HOME OCCUPATION  
APPLICATION QUESTIONNAIRE**

ANSWER THE FOLLOWING QUESTIONS AS COMPLETELY AS POSSIBLE:

(Note: Failure to answer all questions completely may result in a delay in the issuance of your Home Occupation Permit and Business License.)

1. Which room of the dwelling is to be used for the home occupation? \_\_\_\_\_
2. Is the business located within a habitable accessory building on your property? \_\_\_\_\_  
If yes, does the accessory building conform to SPMC § 16.13.040. C ? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the accessory building the only structure used for the home business? Yes \_\_\_\_\_ No \_\_\_\_\_
3. List any tools, machines, or equipment to be used in the home occupation: \_\_\_\_\_  
\_\_\_\_\_
4. Will material or stock be stored on site? Yes \_\_\_ No \_\_\_ If Yes, a) list items to be stored.  
\_\_\_\_\_  
b) State **where** items will be stored \_\_\_\_\_
5. Will materials be delivered to your residence? Yes \_\_\_ No \_\_\_ If Yes, how often? \_\_\_\_\_
6. Will the business require persons to come to your home? Yes \_\_\_ No \_\_\_ If Yes, how many? \_\_\_\_\_  
How often? \_\_\_\_\_ For what purpose? \_\_\_\_\_
7. Does the home occupation require use of a commercial vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, what is the type and size of the vehicle? \_\_\_\_\_ Where will this  
vehicle be parked? (off-site address or see #10) \_\_\_\_\_
8. List names of **residents** of the subject home, who will be employed at the home business location.  
1.) \_\_\_\_\_ 2.) \_\_\_\_\_  
3.) \_\_\_\_\_ 4.) \_\_\_\_\_
9. List the name of any **non-resident** employee who will be working at the subject home location.  
1.) \_\_\_\_\_ Show parking for all employees on site plan (#11).
10. Where are parking facilities located on the site? Garage \_\_\_ Driveway \_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_
11. If your Home occupation business plans to have a non-resident employee working at the subject home location, you must provide a dimensioned site plan of the property showing size and location of all parking spaces Including: a.) garage; b.) open spaces; c.) driveway and access to parking spaces; and d.) type of pavement. (To be submitted with this application.)
12. Notes or other information that may describe your business \_\_\_\_\_  
\_\_\_\_\_

**INSPECTOR USE ONLY - CLEARANCE AUTHORIZATION** – The subject location has been checked for the proposed use.

Date of Insp. \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ By: \_\_\_\_\_

Comments. \_\_\_\_\_

**Planning Dept.:** Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ By: \_\_\_\_\_

**You may obtain your business license after approval. Any questions call 933-4214, ext.215**

**CITY OF SANTA PAULA - PLANNING DEPARTMENT**  
200 S. 10<sup>TH</sup> ST., (805) 933-4214 EXT. 214 OR 215

**INSTRUCTIONS FOR SUBMITTING AN APPLICATION  
FOR A HOME OCCUPATION PERMIT**

Welcome, and best wishes on your proposed Home Occupation.

Generally, businesses are not allowed in residential areas of the city, however a Home Occupation Permit may be obtained which would allow you to conduct your home business, provided the proposed business is secondary to the use of the home as a residence as stated in the Santa Paula Development Code:

**Chapter 16.05 Definitions – Home Occupation**

“Any commercial activity conducted entirely within a particular dwelling or in an approved habitable accessory building by one or more of the inhabitants of the property and one non-resident employee. Home Occupations are uses that do not interrupt or interfere with the general nature or character of the residential neighborhood.”

A Home Occupation business must also meet the requirements of **Chapter 16.230 - Home Occupation Permit**, of the Santa Paula Development Code (attached).

If you wish your Home Occupation business to be located in an accessory structure on your property, the structure must meet the requirements stated in **Chapter 16.13.040-C - Habitable Accessory Buildings** (attached).

Please read the attached Code Sections related to Home Occupations to determine if your business may qualify for a Home Occupation Permit. If so, continue with the following steps below:

- 1. Complete both sides of the Home Occupation Application.** Failure to answer all questions fully and completely will result in a delay in the permit processing.
- 2. Make an appointment to submit the Home Occupation Application with the Planning Department.** The application fee must be paid upon submittal. The Home Occupation inspection will be scheduled within one week of submitting application. Please note that the **Business License Tax Statement** cannot be processed until approval of your Home Occupation Permit.
- 3. Make an appointment to submit the Business License Tax Statement with the Planning Department.**

**Note:** A business may not be conducted until approval has been granted by the City and the actual permit and a business license has been issued. Please call the Planning Department if you have any questions.

## **Chapter 16.230 - Home Occupation Permit**

16.230.010	Purpose and Intent
16.230.020	Initiation
16.230.030	Proceedings
16.230.040	Prohibited Home Occupations
16.230.050	Conditions of Approval
16.230.060	Home Occupation Performance Standards
16.230.070	Revocation
16.230.080	Fines and Penalties

### **16.230.010 Purpose and Intent**

- A. The City recognizes that an occupant of a residential property has a limited right to conduct non-obtrusive business from a residence, and that the average neighbor generally will prefer to have that business conducted in such a fashion that neighbors are unaware of its existence. This Chapter is established to allow such home occupations to exist, provided the residential character of residential neighborhoods is maintained and further provided safeguards are established to prevent the use of home occupations from transforming the use of a residence into a commercial use or a residential neighborhood into a commercial one.
- B. Home occupations encourage and promote efforts to reduce traffic congestion and the generation of pollutants by allowing and recognizing changing work environments, including telecommuting and work-at-home options. Such businesses are allowed in the City subject to the regulations of this Chapter.

### **16.230.020 Initiation**

- A. An application for a Home Occupation permit may be initiated by any occupant of the residence. For rental property, written authorization for the proposed use must be given by the property owner or the property owner's representative.
- B. An application must be filed pursuant to the provisions of Chapter 16.202 (Applications, Processing, Filing, and Fees) of this Title 16.
- C. A business license tax must be paid pursuant to Chapter 110 of the Municipal Code.

### **16.230.030 Proceedings**

- A. The establishment of a home occupation within any residential dwelling unit will be regulated by a one-time application and fee.
- B. An application for a Home Occupation permit must be submitted to the Planning Department on forms supplied by the Department. The applicant must provide information required by the application and any additional information requested by the Planning Department to assist in the review of the permit request.

- C. The application must be referred to the Planning Director or appointed designee for review and to determine compliance with the provisions of this Chapter. The Planning Director or designee will have the authority to consult with other City departments regarding the proposed application. As part of the application review an inspection by the Building and Safety Department will be conducted.
- D. Within 10 days of receiving a completed application, the Planning Director will act to approve, approve with conditions, or deny the application. Any decision of the Director may be appealed to the Planning Commission pursuant to Chapter 16.206 (Appeals and Revocations) of this Title 16.
- E. The dwelling in which the home occupation is being conducted shall be open for inspection to City personnel, at reasonable times during normal business hours, for the purpose of inspecting to determine whether or not the conditions of this section are being complied with.

#### **16.230.040 Prohibited Home Occupations**

The following uses, either by operation or nature, are not incidental to or compatible with residential activities and shall not be permitted as home occupations:

- a. Adult businesses including escort services, massage parlors and the making of adult movies.
- b. Animal boarding, breeding or grooming facilities.
- c. Automotive and other vehicle repair (body or mechanical) upholstery, painting or storage.
- d. Barber or beauty shop.
- e. Carpentry or cabinet making.
- f. Firearms/weapons dealerships.
- g. Retail sales.
- h. Welding or machine operation.
- i. Any other use, as determined by the Director not to be incidental to or compatible with residential activities.

#### **16.230.050 Conditions of Approval**

The Planning Director or appointed designee will have the authority to impose conditions on a Home Occupation permit to ensure compliance with the intent of this Title 16, including compliance with the performance standards contained in Section 16.230.060 below.

#### **16.230.060 Home Occupation Performance Standards**

- A. Home occupations, as defined in Chapter 16.05 (Definitions) of this Title 16, are uses that generally do not interrupt or interfere with the general nature or residential character of the residential neighborhood in which they are located.

- B. All permitted home occupations must comply with the following performance standards:
1. A home occupation business must be clearly incidental to the residential use of the property, and the dwelling unit must be the principal residence of the home occupation business owner.
  2. Home occupations cannot generate pedestrian or vehicular traffic beyond that considered normal within the surrounding residential district.
  3. A home occupation must be conducted within a dwelling unit, or within an approved accessory structure. Accessory buildings used for home occupations must comply with the provisions of this Code, cannot contain kitchen facilities, and may only be located within single-family residential zones.
  4. Not more than 25% of the existing square footage of a dwelling unit up to a maximum of 500 square feet may be used for the home occupation business.
  5. The operation of a home occupation cannot interfere with the maintenance of any required parking spaces, including spaces required to be provided within a garage.
  6. The appearance of the dwelling or accessory structure within which the home occupation is conducted cannot be altered (for example, but without limitation, by using color, materials, construction, lighting, signs, sounds, noises, vibrations, or equipment displays) to make it recognizable as serving a nonresidential use.
  7. The home occupation permit applicant and other persons who use the dwelling as their primary residence may be involved in the home occupation use. All residents involved in the home occupation use must be listed on the application. In addition, one (1) nonresident employee or independent contractor, whether paid or not for his or her services, may be involved in the home occupation use on the property between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. Off-street parking must be available on the site for the nonresident employee. Home occupations conducted within an accessory structure on the site are limited to resident employees only.
  8. If the business employs other persons whose work activities are performed off the premises, such individuals are not allowed to gather or congregate on the premises in connection with a home occupation.
  9. The home occupation permit is valid only for the person to whom it is issued and is void when that person moves from the dwelling unit or discontinues or alters the business so that the information provided on the application is no longer valid. Property owners are required to sign the Home Occupation Permit Application. Home Occupation Permits must be renewed every five (5) years.

10. A maximum of two (2) home occupation permits may be issued for any residence. However, the limitations set forth in the performance standards are applied singularly not cumulatively.
11. No direct retail or wholesale sales may be conducted on the premises of any home occupation.
12. Up to four (4) customers or visitors related to the home occupation are allowed daily, between the hours of 8:00 and 8:00 p.m., provided that the home occupation does not generate vehicle traffic beyond that considered characteristic of the surrounding residential district. Personal service uses involving the instruction or tutoring of an individual may be allowed subject to approval by the Planning Director, if the use is in keeping with the stated intent of the section and not determined to be potentially detrimental to the residential character of the neighborhood.
13. Deliveries or pick ups made by a courier or delivery service as part of a home occupation are limited to two (2) a day.
14. Only one vehicle with a capacity not exceeding three-quarter ton may be used by the resident directly or indirectly in connection with a home occupation. No commercial vehicles may be used as part of the home occupation. Off-street parking must be provided for any vehicle used in connection with the home occupation.
15. No signs identifying or advertising the home occupation business may be posted on the property, on other nearby residential properties, or on the public right of way.
16. No merchandise or products can be visible from the outside the residence or accessory structure.
17. No newspaper or other advertising is allowed, which identifies the address of the residence as a place of business.
18. Outdoor storage, display of merchandise, products, materials, supplies or operations are prohibited on the premises.
19. Activities conducted and equipment or material used cannot change the fire safety or occupancy classification of the premises. The use cannot employ the storage of pesticides, explosives, flammable, or hazardous materials, or waste of any kind brought onto the property as part of the occupation.
20. No use of utilities or community facilities is permitted beyond that normal to the use of the property for residential purposes.

21. No refuse or trash can be generated in quantities or types not normally associated with residential uses.
22. No equipment or process can be used that creates noise, vibration, glare, fumes, odors, or electrical interference detectable off the premises. In the case of electrical interference, no equipment or process can be used that creates visual or audible interference upon any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

### **16.230.080 Fines and Penalties**

A permittee who violates any of the performance standards listed in Sections 16.230.050 and 16.230.060 above or any permit conditions may be subject to fines as established by resolution of the City Council and/or permit revocation pursuant to the provisions of Chapter 16.206 of this Title 16.

Reserved