

**INSTRUCTIONS FOR COMPLETING A**  
**HOME OCCUPATION PERMIT**  
**APPLICATION**

Before completing the application, read the restrictions on the following page. If you can operate your business in compliance with all restrictions listed, sign on the back of the Home Occupation Permit on the line indicated for the applicant's signature. Inquire with the Planning Department staff for any additional conditions that may be placed upon your individual permit. ***OTHER THAN SIGNING WHERE REQUIRED, DO NOT WRITE ON THE PERMIT.***

Fill out the Home Occupation Permit Application, including a detailed description of the business and what will be at your home in conjunction with the business. A letter of permission from the property owner must accompany the application, if the applicant does not own the property.

If you have any questions, please contact the Planning Department at (619) 336-4310.

Fee: \$100.00 (Account #001-3143-06000)

## **HOME OCCUPATION PERMIT RESTRICTIONS:**

Home Occupation Permits are subject to the following restrictions:

1. There shall be no display upon the premises.
2. No stock in trade nor commodity shall be sold on the premises. No materials or equipment shall be stored upon the premises.
3. No person shall be employed in relation to the business conducted on the premises.
4. No mechanical equipment shall be used upon the premises, except that which is normally necessary for housekeeping purposes.
5. No sign or advertising shall be placed upon the premises.
6. Home occupation permits are nontransferable.
7. Additional stipulations placed on the permit by the Planning Director.
8. The occupation shall be limited to those activities specifically described on the permit.
9. The business shall be carried on as a secondary use within the main building by the occupant of the dwelling.
10. A business license must be procured and maintained. If it is determined or found by the Planning Commission that the home occupation authorized causes a disturbance or nuisance to the abutting neighborhood, it shall be reviewed by the Planning Commission and may be declared null and void, and any business license issued shall be subject to cancellation.
11. Off-site storage of equipment and merchandise is required and shall be continuously maintained throughout the existence of the business.



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

**HOME OCCUPATION PERMIT**

TO: \_\_\_\_\_

FROM: PLANNING DEPARTMENT

SUBJECT: HOME OCCUPATION PERMIT

RE: PERMIT NO. H.O. \_\_\_\_\_

In accordance with Section 18.12.090 of the National City Land Use Code, you are hereby issued this Home Occupation Permit for the occupation \_\_\_\_\_ at the following address \_\_\_\_\_, subject to the following restrictions:

1. There shall be no display upon the premises.
2. No stock in trade nor commodity shall be sold on the premises. No materials or equipment shall be stored upon the premises.
3. No person shall be employed in relation to the business conducted on the premises.
4. No mechanical equipment shall be used upon the premises, except that which is normally necessary for housekeeping purposes.
5. No sign or advertising shall be placed upon the premises.
6. Home occupation permits are nontransferable.
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11. Off-site storage of equipment and merchandise is required and shall be continuously maintained throughout the existence of the business.

APPLICANT'S STATEMENT

I have read and agree to the aforementioned conditions of this Home Occupation Permit.

Applicant's Signature \_\_\_\_\_

INTERVIEWED BY:

APPROVED:

\_\_\_\_\_

**THIS HOME OCCUPATION PERMIT IS INVALID UNLESS A BUSINESS LICENSE  
HAS BEEN ISSUED.**

**NOTE: THE FILING FEE IS A NONREFUNDABLE PROCESSING FEE.**

cc: Business License Inspector



**HOME OCCUPATION PERMIT APPLICATION**

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

Proposed Home  
Occupation Address: \_\_\_\_\_

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

Business Name: \_\_\_\_\_

1. Describe your business activity in detail:

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2. Describe the portion of your business you will conduct in your home:

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I have read and agree to abide by all the conditions of this Home Occupation Permit as set forth by Section 18.122 of the Land Use Code.

Do you own this property? \_\_\_\_\_

If not, property owner's name: \_\_\_\_\_

Note: If property is leased or rented, please attach a letter from the property owner granting permission to conduct the home occupation.

Additional Comments:

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