



# city of san luis obispo home occupation permit

Community Development Department – 919 Palm Street, San Luis Obispo, CA 93401-3218 (805) 781-7171

Please print clearly or type. Return this completed form with your \$ \_\_\_\_\_ application fee. This form will be your permit when approved. In some cases, you may have to comply with additional conditions. Also, be sure to get a business tax certificate.

NOTE: Private property regulations such as deed restrictions or Conditions Covenants and Restrictions (CC&R's) of homeowners' associations may restrict or prohibit home occupations even if such use is allowed by City Regulations. Applicants are encouraged to determine compliance with any applicable private regulations before applying for City approval

Applicant: \_\_\_\_\_ Business Name: \_\_\_\_\_ Phone \_\_\_\_\_

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

Do you own the home:  Yes  No (If you do not own the home, the owner must sign this form consenting to your home occupation.)  
This residence is: a Mobile Home  yes  no a Condominium  yes  no in a Homeowners Association  yes  no

Accurately describe \_\_\_\_\_  
your home business: \_\_\_\_\_

Will customers visit the home?  yes  no (See Requirement #2 below)

A more detailed description of your home occupation and a site plan may be required later. In some cases, a hearing may be required.

### Requirements for Approval

- Home occupations shall not involve customer access or have other characteristics which would reduce residents' enjoyment of their neighborhoods. The peace and quiet of residential areas shall be maintained.
- There shall be no customers or clients except for:
  - Private instruction, such as education tutoring, music, or art, on an individual basis, provided there are not more than six (6) students in any one day.
  - Physical therapists, including massage, or other therapists, who shall have no more than one client on site at any time and no more than six (6) clients in any one day.
  - Attorneys, accountants and other low visitation consultants.

Businesses with customer access shall maintain at least one (1) on-site customer parking space in addition to their required residential parking. Parking in a driveway that has a minimum depth of 20 feet from the back of sidewalk and is made available to customers during business hours of operation shall meet the definition of a parking space.
- Activities shall be conducted entirely within the dwelling unit or an enclosed accessory building, and shall not alter the appearance of such structures. (Horticultural activities may be conducted outdoors.)
- There shall be no sales, rental or display on the premises (internet and phone sales okay).
- There shall be no signs other than address and names of residents.
- There shall be no advertising of the home occupation by street address except that street address may be included on business cards and business correspondence originating from the home.
- No vehicle larger than a van or three-quarter-ton truck may be used in connection with a home occupation. A marked commercial vehicle used in conjunction with the occupation shall have no more than two (2) square feet of advertising. Licensed vehicles and trailers used in connection with a home occupation are limited to one (1) additional vehicle and/or trailer.
- The home occupation shall not encroach on any required parking, yard, or open space area.
- Parking for vehicles used in connection with the home occupation shall be provided in addition to parking required for the residence.
- Activities conducted and equipment or materials used shall not change the fire safety or occupancy classifications of the premises, nor use utilities in amounts greater than normally provided for residential use.
- No use shall create or cause noise, dust, vibration, smell, smoke, glare, or electrical interference, or other hazard or nuisance.
- No employees other than residents of the dwelling shall be allowed to work on-site. (Babysitters or domestic servants are not considered employees of a home occupation.)
- Clients or customers shall not visit the home occupation between the hours of 7:00 p.m. and 7:00 a.m.
- If the home occupation is to be conducted from rental property, the property owner's authorization for the proposed use shall be obtained.
- No delivery or commercial pick-up shall be by vehicles larger than a typical delivery van (Fed Ex, UPS, etc.). Direct customer pick-up is prohibited.

**OWNER\*:** As owner of the property, I give the applicant permission to conduct business there, subject to the above conditions.

\_\_\_\_\_  
PRINT owner's name

\_\_\_\_\_  
Owner's Signature

\* A property manager of an apartment complex or the park manager of a mobile home park may sign in place of the property owner.

\_\_\_\_\_  
Applicant's signature Date

Received by \_\_\_\_\_ Date \_\_\_\_\_

Permit Approved by \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

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