



City of San Luis Obispo Home Occupation Permit

Community Development Department 919 Palm Street, San Luis Obispo, CA 93401-3218 (805) 781-7170

Per [Municipal Code Section 17.86.140](#), a home occupation requires the approval of a *home occupation permit* by the Community Development Director. A permit is required when a person does business in his/her home, uses his/her home address as a business address on business licenses and tax certificates, or uses his/her phone as a business phone. Home occupation permits are not required for employees telecommuting.

Please note that once an application for a home occupation permit has been accepted, **a poster of public notice will be posted at your proposed home occupation for a minimum of 5 days** ([M.C. §17.86.140\(B\)\(2\)](#)).

Additionally, *private property regulations* such as deed restrictions or CC&Rs 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.

Return this completed form with the appropriate [application fee](#). In addition to submitting this document, you must also apply for a [business license / tax certificate](#).

Applicant Name: _____ Business Name: _____

Phone: _____ Email: _____

Address: _____

Previous Business Address (if changing locations within the city limits): _____

What [zone](#) is this address located in: _____

Do you own the home? Yes No*

**If you do not own the home, the owner or property manager must sign this form consenting to your home occupation.*

Is this residence a Mobile Home? Yes* No

**The park manager of the mobile home park must sign this form consenting to your home occupation.*

Will customers visit the home? Yes (*see Requirement #2 on page 2*) No

Provide a brief description of your business below. Staff may request a more detailed description of your home occupation and a site plan.

APPLICANT: I understand that, if a permit is issued, I must meet the requirements listed above. If the requirements are not met, the permit will be void and the home occupation must cease immediately.

Applicant's Signature Date

PROPERTY 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 Date

**A property manager may sign in place of the property owner.*

Permit Approved by: _____

Date: _____

General Requirements (M.C. §17.86.140(C))

1. Home occupations shall not have characteristics which would reduce residents' enjoyment of their neighborhoods. The peace and quiet of residential areas shall be maintained.
2. A home occupation use shall not allow any clients or customers without prior appointments and shall not allow more than six appointments or clients in any one day.
3. Businesses with customer access shall maintain at least one on-site customer parking space in addition to the required residential parking. For the purposes of this section only, parking in a driveway that has a minimum depth of twenty 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.
4. Activities shall be conducted entirely within the dwelling unit or an enclosed accessory building. The appearance of all buildings shall be residential in nature. Horticultural activities may be conducted outdoors.
5. Sales and rental activities may be conducted on premises; provided, that storage and display area shall not occupy more than five hundred square feet of the principal building and any permitted accessory structure.
6. There shall be no advertising of the home occupation by street address, except that street addresses may be included on business cards and business correspondence originating from the home.
7. For a home occupation use in a residential zone, no vehicle larger than a van or longer than twenty feet 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 square feet of advertising. Licensed vehicles and trailers used in connection with a home occupation are limited to one additional vehicle and/or trailer.
8. The home occupation use and associated activities shall not encroach on any required parking, setback area, or open space area.
9. 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.

10. No use shall create or cause noise, dust, vibration, smell, smoke, glare, electrical interference, or other hazard or nuisance.
11. No more than one employee other than residents of the dwelling shall be allowed to work on site within a residential district, and no more than two employees within a nonresidential district. Babysitters or domestic servants are not considered employees of a home occupation.
12. Clients or customers shall not visit the home occupation between the hours of eight p.m. and seven a.m.
13. If the home occupation is to be conducted from rental property, the property owner's authorization for the proposed use shall be obtained.
14. No delivery or commercial pick-up shall be by vehicles larger than a typical delivery van (FedEx, UPS, etc.).

Prohibited Uses (M.C. §17.86.140(D))

The following uses by their operation or nature may interfere with residential welfare and diminish the convenience intended for commercial zones, and therefore shall not be allowed as home occupations:

1. Automotive repair (body or mechanical), or detailing, upholstery or painting of automobiles, when performed on the same site as the home occupation.
2. Carpentry or cabinet making.
3. Welding or machining.
4. Medical offices, clinics, and laboratories, except that counseling is allowed when no more than one client visit, or group session is held at one time.
5. Appliance, radio, or television repair.
6. Print shops or photograph development; digital photo production is allowed.
7. Gun or ammunition sales, including off-site work and by mail order.
8. Any other activity or use, as determined by the director to not be compatible with residential activities and/or to have the possibility of affecting the health or safety of residents, because of the potential for the use to create dust, glare, heat, noise, noxious gasses, odor, smoke, traffic, vibration or other impacts, or would be hazardous because of materials, processes, products, or wastes.