



# HOME OCCUPATION PERMIT

CITY OF SAN CLEMENTE  
 BUSINESS LICENSE APPLICATION  
 910 CALLE NEGOCIO  
 SAN CLEMENTE, CA 92673

PLEASE CONTACT THE BUSINESS  
 LICENSE OFFICE FOR FILING  
 INSTRUCTIONS AT:  
**Phone (949) 361-6166**  
[businesslicense@san-clemente.org](mailto:businesslicense@san-clemente.org)

GENERAL INFORMATION (All fields must be filled in. If one field does not apply, write "N/A")				
Business Name:			Business Phone No.:	
Owner(s) or Entity (List Officers and Titles):			Owners Phone No.:	
Website:		Email Address:		
Home Address:	Street:	City:	State:	ZIP:
Mailing Address:	Street:	City:	State:	ZIP:
Type of Ownership: <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> Corporation <input type="checkbox"/> LLC				
Application Is For: <input type="checkbox"/> New Business <input type="checkbox"/> Change of Address <input type="checkbox"/> Change in Ownership, or Business Name (Provide Details in Box Below)				
Previous Address, Ownership, or Business Name:				
Today's Date:		San Clemente Business Start Date:		
Type of Business (Be Specific):				
California State License Number(s):		Contractor's:		Other:
FEIN or SSN:		Sellers Permit # (Resale #):		

FEE SCHEDULE				
Business Type	CA State Licensed Contractor 1 <sup>st</sup> Year New Business	Other Business Types 1 <sup>st</sup> Year New Business	Change of Business Name	Change of Address/Ownership
In City Home Occupation License	\$149.00	\$99.00	\$20.00	\$55.00
Renewal Fees are based on gross receipts and business type. CA State Licensed Contractor's are subject to flat rate renewal fee of \$106.00 per year. For more specific fee calculations please call us at (949) 361-6166. Changes to Name, Address and Ownership require a new license application.				

FOR OFFICE USE ONLY				
Business No.:		Approved By:		Date Received:
Business Tax: \$	Processing Fee: \$	Penalty Fee: \$	Total Due \$	
Notes:				



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## CONDITIONS TO HOME OCCUPATION PERMITS

Full Name of Applicant	Address of Home Occupation
Legal Owner of Home	Legal Owner Address, if different
Legal Owner Contact Phone	Signature of Legal Property Owner or Property Manager

Home Occupations are permitted in accordance with Section 17.28.160 of the City of San Clemente zoning ordinance when conducted as an accessory use to a primary residential use in any zoning district that specifies Home Occupation as a permitted use, subject to the conditions below. **Please initial each condition listed below to acknowledge you have read and understand these conditions and that you agree to abide by the conditions governing home occupation permits.**

Initial each

### Minimum Standards

- |       |              |  |
|-------|--------------|--|
| _____ | a. Employees | Only the residents of the dwelling unit may be employed in the Home Occupation.  |
| _____ | b. Equipment | Electrical or mechanical equipment which creates visible or audible interference in radio, television or telephone or causes fluctuations in line voltage outside of the dwelling unit shall be prohibited.  |
| _____ | c. Location  | Home occupations are only allowed within legal residential dwelling units in all zones. By initialing this item, the applicant states that the location of the home occupation is a legally-established residential dwelling unit and acknowledges that the City reserves the right to revoke this Home Occupation Permit if this is not accurate.   |
| _____ | d. Noise     | The home occupation shall not create noise or odors in excess of that normally associated with a residential use. Not motor power, other than electrically operated motors, shall be used in connection with home occupation, and the total combined horsepower of such electrical motors shall not exceed two (2) horsepower. The Home Occupation shall not cause an increase in vehicular traffic in the neighborhood.   |
| _____ | e. Parking   | The home occupation may be conducted in the garage but shall not use any space required for off-street parking.  |
| _____ | f. Sales     | No direct sales to customers of any item or service related to a home occupation shall occur on the premises. Indirect sales such as telephone sales, catalog sales, or sales of services to be performed away from the premises may be allowed.   |
| _____ | g. Setting   | The Home Occupation shall be conducted only within an enclosed structure; either the primary dwelling unit or a secondary structure on site. The appearance of the structure of premises shall not be altered to the extent that the structure or premises no longer resembles part or all of a residential structure. A Conditional Use Permit may be requested to conduct a home occupation in other than an enclosed structure. Exception: A home occupation consisting of swimming instruction for up to three (3) at one time may be conducted in an outdoor pool without a Condition Use Permit. |
| _____ | h. Signs     | No signs for the home occupation shall be allowed.   |
| _____ | i. Storage   | No goods, supplies, equipment, materials or product related to the home occupation shall be stored outside, or be visible from outside any structure or unit conducting a home occupation.   |
| _____ | j. Traffic   | The dwelling unit shall not be the point of customer pickup or delivery, nor involve the use of commercial vehicles for delivery (except for commercial carriers), nor shall the home occupation cause an increase in vehicular traffic in the neighborhood.   |



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## CONDITIONS TO HOME OCCUPATION PERMITS (Continued)

_____	k. Transferability	A home occupation granted in accordance with the provisions of Zoning Ordinance shall not be transferred, assigned or used by a person other than the permittee, nor transferred to any location other than the one (1) for which the permit was granted. If you move to another location in San Clemente and wish to maintain your permit, you will be required to complete another application and pay the appropriate fee. If you have an additional home occupation business within the same structure of premises, this will require a separate application and fee.
_____	l. Use	The home occupation shall be an incidental and accessory use and shall not change the principal character of the dwelling. The home occupation shall not involve more than twenty (20) percent of habitable dwelling floor area.
_____	m. Utilities	The home occupation shall not involve the connection of utilities or use of community facilities other than customary for residential purposes.
_____	n. Suspension and Revocation	Suspension and Revocation: Failure to comply with any application provision of the Zoning Ordinance of the City of San Clemente, or conducting a home occupation business in such a way that it becomes a public nuisance, shall result in immediate suspension of the permit, a misdemeanor fine of \$100, and/or revocation of the permit.

## DESCRIPTION OF BUSINESS OPERATIONS

Describe in detail the type of business to be conducted and *how the conduct of the business meets the conditions listed above*, including the room to be used, equipment and supplies to be used, amount and location of storage, number of residents at the dwelling involved in the Home Occupation, how the product or service is to be sold (i.e., where and how contact is made with clients, etc.) This statement will be utilized by the City to ensure compliance.

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## ACKNOWLEDGMENT TO BE COMPLETED BY OWNER(S) OR PRINCIPAL OFFICER(S)

**THIS APPLICATION IS SUBJECT TO REVIEW BY THE CITY. THE HOME OCCUPATION PERMIT AND BUSINESS LICENSE WILL BE ISSUED ONLY UPON THE APPROVAL OF THE CITY.** I understand that before I can operate my business in San Clemente, the establishment must comply with all applicable City departmental laws and regulations completely and must receive all necessary Federal, State and local permits. I also understand that a Business Tax Certificate issued pursuant to the provisions of San Clemente Municipal Code Title 5 - Business Licenses and Regulations, constitutes a receipt for the business tax paid and shall have no other legal effect. **A Business Tax Certificate is a requirement, not a permit, to conduct, manage or carry on any business activity in the City. I declare that I am authorized to complete this application and that the information and statements provided are true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name/Title: \_\_\_\_\_