



City of Calimesa

Home Occupation Permit Instructions

Applications to be submitted and fee schedule:

- Business License Application
 - **\$48.00** for businesses located outside of Calimesa
 - **\$24.00** for businesses located within Calimesa or wholesale distributors

- Home Occupation Permit Application
 - **\$180.00** one time fee at current residence fees may be paid upon approval of the Home Occupation Permit or at time of submittal.

Procedures:

- Completion of the appropriate applications
- Submittal to Business license Clerk
- Determination of ownership of residence-If you are renting the residence where the business is located, the City of Calimesa, Planning Department, requires a written letter from the owner of the residence stating that he/she grants you permission to run a business out of the residence or copy of Grant Deed stating you are the owner of the residence. Also a written statement from the owner of the business stating how you will be conducting business from your home.
- Approval through Planning Department.
- Issuance of Business License



City of Calimesa

Home Occupation Permit Application

Applicant: _____

Business Name: _____

Description of Business: _____

Address: _____

Telephone Number: _____ Alternate Number: _____

CRITERIA FOR APPROVAL

Upon issuance of a Home Occupation Permit, applicant agrees to the following by initialing each item:

Initial

Criteria for Approval

_____ Only occupants of the dwelling may be engaged in the home occupation, no employees.

_____ The home occupation shall be an incidental and accessory use and shall not change the principal character of the dwelling unit.

_____ There shall be no direct sales of products or merchandise from the home.

_____ The use shall not generate pedestrian or vehicular traffic beyond that normal to the residential district.

_____ The home occupation shall not involve the use of advertising signs on the premises, or any other local advertising media which calls attention to the fact that the home is being used for business purposes, telephone number listing excepted.

_____ No building or space outside of the main building shall be used for home occupational purposes. No outdoor storage shall be permitted.

_____ The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises.

_____ No use shall create or cause noise, dust, light, vibration, odor, gas, fumes, toxic/hazardous materials, smoke, glare or electrical interference or other hazards or nuisances.

_____ No home occupation shall be initiated until a current business license is obtained.

_____ A Home Occupation Permit shall not be transferable.

_____ There shall be no more than one (1) home occupation in any dwelling unit.

_____ If the home occupation is to be conducted on rental property, the property owner's written authorization for the proposed use shall be obtained prior to the submittal for a Home Occupation Permit.

_____ No vehicles or trailers except those normally incidental to residential use shall be kept on the site.

_____ Any special condition established by the Planning Director and made part of the record of the Home Occupation Permit, as deemed necessary to carry out the intent of this Section.

PROHIBITED USES

The following list presents example uses that are neither incidental to nor compatible with residential activities, and are prohibited.

1. Barber and beauty shops;
2. Business which entail the harboring, training, breeding, raising or grooming of dogs, cats or other animals on the premises;
3. Carpentry and cabinet making;
4. Medical and dental offices, clinics and laboratories;
5. Mini storage;
6. Repair, fix-it or plumbing shop;
7. Storage or equipment, materials and other accessories to the construction and service trades;
8. Vehicle repair (body or mechanical), upholstery and painting;
9. Welding and machining; and
10. Any other use determined by the Planning Director to be neither incidental nor compatible with residential activities.

REVOCATION

A Home Occupation Permit may be revoked or modified by the Planning Director if any of the following findings can be made.

1. That the use has become detrimental to the public health, safety or welfare, or constitutes a nuisance;

2. That the permit was obtained by misrepresentation or fraud;
3. That the use for which the permit was granted has ceased or was suspended for six (6) or more calendar months;
4. That the condition of the premises, or the area of which it is a part, has changed so that the use is no longer justified under the meaning and intent of Section 12-1009 of the Calimesa Municipal Code;
5. That one (1) or more of the conditions of the Home Occupation Permit have not been met; or
6. That the use is in violation of any statute, ordinance, law or regulation in effect at the time of permit issuance.

_____ **Applicant's Signature**

_____ **Date**

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THIS SECTION FOR PLANNING DEPARTMENT USE ONLY

Assessor's Parcel Number: _____ **Zoning:** _____

Comments: _____

Approval/ Denial: _____
