



CITY of CALABASAS

Community Development Department

Planning Division

100 Civic Center Way

Calabasas, CA 91302

T: 818.224.1600

F: 818.225.7329

www.cityofcalabasas.com

Supplemental Application

HOME OCCUPATIONS

HOME OCCUPATION PERMIT SUMMARY

BUSINESS DESCRIPTION

Please describe the nature and activities of the proposed business (*attach additional sheets if necessary*):

APPLICANT CERTIFICATION

I have read and understand the "operating standards" (Section 17.12.115(D) of the Calabasas Municipal Code) as shown in this application and agree to the criteria as written. I also understand that failure to maintain my home occupation in accordance with the required operating standards will be cause for enforcement action by the City and possible revocation of this permit.

Signature _____ Date _____



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Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

Home Occupation Permit:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Home Occupations*.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

APPLICATION REVIEW AND APPROVAL BODIES:

Community Development Director



Standards for Home-based Businesses

These requirements and standards are contained in Section 17.12.115 of the Calabasas Municipal Code.

ALLOWED HOME OCCUPATION USES:

The following may be approved by the director in compliance with this section:

1. Art work (ceramics, painting, photography, sculpture, etc.);
2. Clothing production, millinery, sewing, etc.;
3. Small handcraft; and
4. An office for an architect, attorney, consultant, insurance agent, tutor, writer, etc.

The director may also approve other business activities as home occupations, where the director determines that the business activity is substantially similar to the above uses in its operational characteristics, and will result in no greater impacts on the site or surrounding properties than the above uses.

PROHIBITED HOME OCCUPATION USES:

The following are examples of business activities that are not incidental to or compatible with residential activities, and are, therefore, prohibited as home occupations:

1. Adult entertainment businesses;
2. Commercial photo/film processing labs;
3. Dance or night clubs;
4. Gun and/or ammunition sales;
5. Medical and dental offices, clinics, and laboratories (not including chiropractors and counselors/psychotherapists);
6. Mini storage;
7. Storage of equipment, materials, and other accessories for the construction and service trades;
8. Vehicle repair (body or mechanical), upholstery, automobile detailing and painting;
9. Welding and machining; and
10. Any other use determined by the director not to be incidental to or compatible with residential activities.

Supplemental Application – Home Occupations

OPERATING STANDARDS.

Home occupations shall comply with all of the following operating standards:

1. **Accessory Use Only.** The home occupation shall be clearly secondary to the full-time use of the structure as a residence;
2. **Activities, Equipment and Materials.** Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not involve the storage of flammable, explosive or hazardous materials. No use shall create noise, dust, light, vibration, odor, gas, fumes, toxic/hazardous materials, smoke, glare, electrical interference, or other hazards or nuisances;
3. **Exterior Evidence of Use.** The use shall not require any modification not customarily found in a dwelling, nor shall the use be visible from the street or from neighboring properties. There shall be no window display, advertising sign, or other identification of the home occupation on the premises;
4. **Limitation on Employees.** The home occupation shall involve no more than one full-time employee on the site other than full-time residents of the housing unit. This limitation applies only to employees of the home business and does not regulate the use of housekeeping, gardening, child care, and/or cooking personnel which are unrelated to the home business; and
5. **Limitation on Clients.** No more than one client shall be allowed on the premises at any time for counseling, music lessons, tutoring, or other purposes;
6. **Location of Home Occupation.** The home occupation shall be located entirely within an enclosed structure, and shall not be allowed in a trailer or other temporary structure; and
7. **Vehicles and Traffic.** Vehicles used and traffic generated by the home occupation shall not exceed the type of vehicles and traffic volume normally generated by a home in a residential neighborhood. All parking needs of the home occupation shall be met off the street and on the same site as the permitted home occupation.

In addition to the operating standards contained in Section 17.12.115 of the Calabasas Municipal Code, Home Occupation permits shall also comply with the following:

8. No process shall be used which is hazardous to the public health, safety or welfare;
9. Home Occupation Permits are subject to monitoring by City staff for compliance with these conditions. Failure to comply with these conditions may result in the revocation of this permit.