



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

Home Occupation Permit Application

GENERAL INFORMATION (print or type)

Applicant: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Cell / Other Phone: _____ E-mail: _____

Property Owner: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

BUSINESS DESCRIPTION

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

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Original signatures only. Fax copies of owner's signature will not be accepted.

I/We, the owner(s) of the subject property, consent to the filing of this application.

_____ Signature	_____ Name(s) (please print or type)	_____ Date
--------------------	---	---------------

APPLICANT CERTIFICATION

I have read and understand the "operating standards" (Section 17.032.1010(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
--------------------	---------------

TO BE COMPLETED BY PLANNING DIVISION STAFF

Action	Application Processing
Approved: _____ Denied: _____	File No(s): _____
By: _____	_____
Date: _____	Date: _____
Comments / Conditions: _____	Staff Initials: _____
_____	Fees: _____
_____	Receipt No: _____



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

Standards for Home-based Businesses

These requirements and standards are contained in Section 17.32.100 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.

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. (Ord. 98-132 § 1 (part), 1998)

In addition to the operating standards contained in Section 17.32.100 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.