



**CITY OF ARROYO GRANDE  
COMMUNITY DEVELOPMENT DEPARTMENT  
HOME OCCUPATION PERMIT**

The purpose of this form is to provide the City of Arroyo Grande with the information necessary to determine if the proposed Home Occupation Permit complies with all applicable ordinances and policies of the City. Providing accurate and complete information will assure prompt processing of your application. Use additional sheets wherever necessary.

| FOR STAFF USE ONLY |                      |            |             |
|--------------------|----------------------|------------|-------------|
| DATE SUBMITTED     | DATE DEEMED COMPLETE | CHECKED BY | CASE NUMBER |
|                    |                      |            |             |

**I. APPLICANT INFORMATION**

| Applicant:                   | Phone:                      |
|------------------------------|-----------------------------|
| Applicant's Address:         | Email:                      |
| Business Name:               |                             |
| DO YOU OWN YOUR HOME?        |                             |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**II. OWNER INFORMATION (to be completed only if the applicant is not the owner of the home)**

|                  |        |
|------------------|--------|
| Property Owner:  | Phone: |
| Owner's Address: | Email: |

**III. BUSINESS INFORMATION**

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| <p>1. <b>Type of Business:</b> (Examples: Construction, Gardening, Sewing, etc.)</p><br><br><br>   |
| <p>2. <b>What business activities will take place in your home?</b> (Examples: Office only, Music Lessons, Produce Cultivation, etc.)? If instruction is involved, indicate the number of students. If customers or students will visit the dwelling, attach a letter requesting Community Development Director approval, explaining the number, nature, and duration of the visits.</p><br><br><br><br><br><br><br> |
| <p>3. <b>Where will materials or supplies be stored?</b> (attach a plot plan if business involves storage of materials/supplies)</p><br><br><br>   |
| <p>4. <b>Total area of residence to be utilized for the Home Occupation (sq. ft.):</b></p><br><br><br>   |



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**CONDITIONS FOR ISSUANCE OF A HOME OCCUPATION PERMIT**

1. The use of the dwelling for a home occupation shall be clearly incidental and secondary to its use for residential purposes by the inhabitants.
2. No persons, other than members of the family who reside on the premises, shall be engaged in the home occupation.
3. There shall be no change in the outward appearance of the building or premises or other visible evidence of the activity.
4. There shall be no sales of products on the premises, except produce (fruit or vegetables) grown on the subject property.
5. The use shall not allow customers or clientele to regularly visit the dwelling. Incidental visits may be permitted, such as the sale of produce or music lessons, if approved by the Community Development Director.
6. No equipment or process shall be used on the property that creates noise, smoke, glare, fumes, odor, vibration, electrical, radio or television interference disruptive to surrounding properties.
7. No home occupation shall be conducted in a garage. The garage must be kept clear for the parking of vehicles at all times.
8. The use shall not involve storage of materials or supplies in a garage or outside any structures. Any hazardous materials to be used in the home occupation shall be listed on the application, and material safety data sheets (MSDS) shall be provided, with the application for each material.
9. No signs shall be displayed in conjunction with the home occupation, and there shall be no advertising using the home address.
10. A Home Occupation Permit is not valid until a current City Business License is obtained, and shall be valid only for the person to whom it is issued.
11. Additional conditions may be required if deemed necessary by the Community Development Director for a specific Home Occupation Permit.

**PROHIBITED HOME OCCUPATION USES**

The following uses are considered not to be incidental to or compatible with residential activities and, therefore, shall not be permitted as home occupations:

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| <ol style="list-style-type: none"> <li>1. Automotive and other vehicle repair (body or mechanical) upholstery, painting or storage.</li> <li>2. Barber and beauty shops.</li> <li>3. Carpentry and cabinet making.</li> <li>4. Welding and machine operation.</li> <li>5. Medical offices, clinics and laboratories.</li> <li>6. Animal hospitals or grooming facilities.</li> <li>7. Adult entertainment businesses.</li> </ol> | <ol style="list-style-type: none"> <li>8. Contractor's storage yards. Note: the parking of one commercial vehicle with an unladen weight of 4,500 pounds may be permitted.</li> <li>9. Exercise studio.</li> <li>10. Musical, dancing and educational instruction having more than five students at any one time, or more than three classes per day.</li> <li>11. Junk yards.</li> </ol> |
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| <p><b>APPLICANT/REPRESENTATIVE:</b> I certify under penalty of perjury that I have read the Conditions for Issuance of Home Occupation Permits, and I understand that if a permit is issued I must meet all of the conditions listed. If the conditions are not met, the permit will be void and the home occupation must cease immediately.</p><br><br><p>_____</p> <p>Signature <span style="float: right;">Date</span></p> | <p><b>PROPERTY OWNER/AUTHORIZED AGENT:</b> As the owner of the property that is the subject of this application, I give the applicant permission to conduct business there subject to these conditions. (If signed by an authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on the owner's behalf).</p><br><br><p>_____</p> <p>Signature <span style="float: right;">Date</span></p> |
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