

Address \_\_\_\_\_

## BUSINESS LICENSE FOR HOME OCCUPATION



Please be advised that your request for a business license requires Planning Division approval because it is an occupation conducted from your home.

Department of Economic  
and Community Development  
PLANNING DIVISION

(650) 877-8535 (phone) 829-6639 (fax)

Prior to the issuance of the requested license, it will be necessary for you to submit the following information to the Planning Division for review.

1. Briefly describe the business: \_\_\_\_\_
2. The number of square feet in the home to be devoted to the proposed business: \_\_\_\_\_
3. The number of employees working on the premises, other than yourself (do not include members of your family): \_\_\_\_\_
4. Where shall the proposed business be located?
  - a. Garage
  - b. Bedroom
  - c. Other, specify \_\_\_\_\_
5. Will merchandise be sold at your home? \_\_\_\_\_
6. Will this business activity require storage of merchandise or materials? \_\_\_\_\_ If so, please state the types of materials and the proposed place of storage. \_\_\_\_\_
7. Are you a small contractor? \_\_\_\_\_. If yes, be advised that your business shall be limited to an office and no more than one three-quarter ton truck (See section 20.350.021(G), attached) on which all tools and equipment shall be contained. The garage shall not be used.

Please submit your answers to the above questions to the Planning Division, P.O. Box 711, South San Francisco, California 94083.

If there are any questions with regard to this matter, please feel free to contact this office.

I declare that the foregoing is true and correct and that non-compliance with any provision of Section 20.350.021 of the South San Francisco Municipal Code (attached) is cause for revocation of my Home Occupation Permit.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

20.350.023 Home Occupations

A resident of a dwelling unit may conduct a Home Occupation that is incidental to the residential use of the structure and within the habitable area of the dwelling in compliance with the following standards.

- A. The home occupation may not occupy more than 250 square feet.
- B. The home occupation shall not occupy any attached or detached accessory structure or garage, open space, or yard.
- C. No person not residing on the premises may be employed, either for pay or as an independent contractor or a volunteer at the site of the home occupation.
- D. No sign or advertising that identifies or otherwise draws attention to the home occupation or any product of the occupation shall be published or displayed on the premises.
- E. Sale of goods on the premises shall be limited to the products of the home occupations, and no other merchandise or goods shall be sold, kept or displayed for the purposes of sale on the premises. Mail order businesses that do not involve handling or merchandise or storage in the home are permitted.
- F. The home occupation shall not attract or generate excessive auto or foot traffic, require additional off-street parking spaces, or involve the use of commercial vehicles for delivery of materials or supplies to or from the premises in excess of that which is customary for a dwelling unit.
- G. No tractor-trailer or similar heavy duty delivery or pickup and no other vehicle of more than three-quarter ton capacity and no limousine or other vehicle for hire used in connection with the home-based business shall be kept on the site or parked in the public right-of-way in the vicinity of the site.
- H. Any trailer, wheeled equipment, or any vehicle displaying or advertising the home occupation shall not be visible from off the premises.
- I. No customer or client visits are permitted except for instructional services for not more than one student at a time.
- J. No use of materials, mechanical equipment, utilities, or community facilities beyond that normal to the use of the property for residential purposes shall be permitted.
- K. No stock in trade, inventory, or display of goods or materials shall be kept on the premises except for incidental storage that is confined to the dwelling or an accessory building.
- L. No dwelling shall be built, altered, finished, or decorated externally for the purposes of conducting the home occupation in such a manner as to change the residential character and appearance of the dwelling, or in such a manner as to cause the structure to be reasonably recognized as a place where a home occupation is conducted.
- M. No equipment or process shall be used which creates noise, vibration, glare, fumes, odor, or electrical interference detectable to the normal senses off the lot if the occupation is conducted in a single-unit detached residence, or outside the dwelling unit if conducted in other than a single-unit detached residence.
- N. The home occupation shall not involve the use of power equipment on the premises using motors exceeding one horsepower combined capacity.
- O. No equipment or process shall be used which creates visual or audible electrical interference in any radio or television receiver off the premises, or causes fluctuations in line voltage off the premises. There shall be no storage or use of toxic or hazardous materials other than the types and quantities customarily found in connection with a dwelling unit.
- P. If any home occupation becomes dangerous or unsafe; presents a safety hazard to the public, pedestrians on public sidewalks, or motorists on a public right-of-way; or presents a safety hazard to adjacent or nearby properties, residents, or business, the Chief Planner shall issue an order to the dwelling owner and/or tenant on the property on which the home occupation is being undertaken, directing that the home occupation immediately be made safe or be terminated.
- Q. The property owner and/or tenant shall take the necessary corrective steps or measures but, in the event of a failure to do so by the owner and/or tenant, after notice and a reasonable period of time, the City may initiate any enforcement action available under this Ordinance or Municipal Code to render the home occupation and dwelling safe.
- R. Costs incurred by the City to take enforcement actions, shall be borne by the property owner and shall be treated as a zoning violation.
- S. The following uses are not permitted as a home occupation:
  - 1. Adult business;
  - 2. Ambulance service;
  - 3. Automotive repair, painting, body/fender work, upholstery, detailing, washing, including motorcycles, trucks, trailers and boats;
  - 4. Beautician or barber services on-site;
  - 5. Commercial food preparation, food handling, processing or packing, other than specialized minor cooking or baking;
  - 6. Firearms manufacture, sales, or repair;
  - 7. Furniture refinishing or upholstery;
  - 8. Gymnastic facilities;
  - 9. Repair, reconditioning, servicing or manufacture of any internal combustion or diesel engine or of any motor vehicle, including automobiles, trucks, motorcycles, or boats;
  - 10. Repair, fix-it or plumbing shops;
  - 11. Medical services except as a secondary office that does not involve patient visits as an adjunct to a principal office located elsewhere;
  - 12. Restaurant;
  - 13. Retail sales;
  - 14. Tattoo studio;
  - 15. Upholstery;
  - 16. Tow truck service;
  - 17. Veterinary services and other uses that entail the harboring, training, care, breeding, raising or grooming of dogs, cats, birds, or other domestic animals on the premises, except those that are owned by the resident or otherwise permitted by this article;
  - 18. Welding or machine shop; and
  - 19. Yoga/spa retreat center. (Ord. 1452 § 2, 2011; Ord. 1445 § 2, 2011; Ord. 1432 § 2, 2010)