



760 Mattie Road, Pismo Beach, CA 93449
(805) 773-4658 | PismoBeach.org

COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

HOME OCCUPATION PERMIT APPLICATION

Home Occupation Permits are required for persons who want to operate businesses from their homes in residential zones. A Home Occupation Permit will be granted when the business is secondary or incidental to the residential use of the property and is located and conducted so that the average neighbor or visitor will not be aware of its existence or operation. For the home occupation permit regulations, see Section 17.115 in the 1983 code if your home is inside the Coastal Zone, or see Section 17.38.070 in the 1998 Zoning Code if your home is outside the Coastal Zone.

SUBMITTAL REQUIREMENTS

To obtain a Home Occupation Permit, you must:

1. Determine if what you want to do is allowed as a home occupation (*see below*). If it is, then:
2. Complete a Home Occupation Permit application. If you do not own your home, you must obtain the signature of the property owner or rental manager and complete the **Consent of Landowner Form**.
3. Submit application to the Planning Division via our [Online Portal](#).
4. Payment can be paid on the Online Portal for the application review process. [Schedule of Fees](#) are available on our City's website.
5. Permit holder must also secure a [business tax certificate](#) following approval of the Home Occupation application.

ALLOWED HOME OCCUPATIONS

If conducted in compliance with the required standards for home occupations, the following and similar uses will be permitted:

- Artwork (ceramics, painting, photography, sculpture) similar work
- Clothing production, millinery, sewing, similar activities
- Small handcrafts
- Office for an architect, attorney, consultant, insurance agent, tutor, writer, counselor, licensed massage therapist, similar services

PROHIBITED HOME OCCUPATIONS

The following uses are **not** allowed as home occupation:

- Adult businesses
- Barber and beauty shops
- Commercial photo or film processing laboratories
- Dance or night clubs
- Gun or ammunition sales
- Medical and dental offices, clinics, laboratories (not including counselors, psychotherapists, licensed massage therapists)



- Mini storage
- Storage of equipment, material, and other accessories for the construction or service trades
- Vehicle repair (body or mechanical), upholstery, automobile detailing or painting
- Welding or machining
- Any other use determined by the Director to be not incidental to or compatible with residential activities, including any use that may produce noise, odors, or unusual levels of traffic.

Home Occupations must be able to meet the requirements of the 1983 and 1998 Zoning Codes:

(see conditions on pages 6 & 7)

SECTION I. GENERAL INFORMATION REQUIRED

A. Applicant Information

Applicant Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

B. Property Owner

Property Owner Name: _____ Phone: _____

Email Address: _____

Mailing Address: _____

SECTION II. PROPERTY INFORMATION

Property Address: _____

Assessor Parcel Number (APN): *Not sure what the APN is?* [SLO County Property Search](#)

CERTIFICATE AND AUTHORIZATION

I certify that the information and exhibits herewith submitted are true and correct. I understand that the processing of this application, and the filing fee paid, in no way obligates the City or its representatives to grant or otherwise authorize my request. I agree to pay any additional expenses for professional services incurred by the City in processing this application, to the extent noted in the application fee schedule below. I also guarantee City access onto and through the project site for purposes of processing this application.

Owner Signature

Date



SECTION III. PROJECT DESCRIPTION

A. Type of Project

Please provide a brief description of the business that you will operate if the City approves the home occupation permit:

B. Additional Information

Estimate the average number of persons that you expect will come to your home on a regular basis:

Daily _____ Weekly _____ Monthly _____ Other _____

State the use (clients or delivery trucks) or frequency (daily/weekly/other) of vehicles that will be related to your business and will increase traffic on your street:



SECTION IV. INDEMNIFICATION AGREEMENT FOR DEVELOPMENT APPLICATION

Applicant submitted an application to the City of Pismo Beach Planning Division on _____
for the following development approval(s) (the “Project”): **(date)**

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Applicant hereby expressly agrees in connection with the processing of Applicant’s Project application(s) to each and every one of the following terms and conditions:

- 1. Applicant agrees, as part of and in connection with each and any of the applications(s), to defend, indemnify, and hold harmless the City of Pismo Beach (“City”) and its elected officials, officers, contractors, consultants, attorneys, employees, volunteers and agents (collectively “City officials”) from any and all claims(s), action(s), or proceeding(s) (collectively referred to as “proceeding”) brought against City and/or City officials to challenge, attack, set aside, void, or annul:
 - A. Any approvals issued in connection with any of the above-described application(s) by City; and/or
 - B. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended (“CEQA”) by city’s advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission; or City Council.

Applicant’s indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys’ fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

- 2. Applicant agrees to indemnify City for all of City’s costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.
- 3. Applicant agrees to defend, indemnify and hold harmless City and/or City officials for all costs and fees incurred in additional investigation or study of, or for supplementing, redrafting, revising, or amending, any document (such as an environmental impact report, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.
- 4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:



- A. The counsel to so defend City; and
 - B. All significant decisions concerning the manner in which the defense is conducted; and
 - C. Any and all settlements, which approval shall not be unreasonably withheld. City shall also have and retain the right to not participate in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant.
5. Applicant's defense and indemnification of City and/or City officials set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

Applicant Signature:

(Print Name):

Date:



Inside Coastal Zone (1983 [Zoning Code](#) applies) Requirements for home occupation businesses:

1. **Within the residence.** The use shall be conducted entirely within the residence and not in any accessory structure or the yard areas. Storage of materials in a carport or yard area is not permitted. Use of the garage in the home occupation shall not prevent or limit its use for required parking.
2. **Floor area.** No more than one room or 25% of the gross floor area, whichever is less, shall be used for the home occupation.
3. **Utilities use.** The use must not increase the use of utilities or communication facilities beyond that which is normal to the use of property for residential purposes.
4. **Alterations.** The use must not require internal or external alterations to the residence.
5. **Mechanical equipment.** No mechanical equipment larger than that normally associated with a residence may be installed on the exterior of the structure.
6. **Hazardous materials and interference.** The use shall not include storage of hazardous materials or change the fire rating of the structure or the neighborhood, nor shall it create noise, dust, vibration, smell, glare, smoke, radio and television interference, radioactive exposure or any similar condition to any greater extent than normally experienced in an average home.
7. **Employees.** No persons other than residents may be employed on-site.
8. **Advertising.** There shall be no advertising signs, nor shall advertising identify the home occupation by street address.
9. **No products** shall be displayed on or sold from the premises.
10. The use shall **not increase vehicular traffic flow** by more than two vehicles at a time to the site.
11. **Number of clients.** No more than three clients or customers shall visit the site at any one time.
12. **Noise.** The home occupation shall not generate any noises outside the residence between the hours of 9 p.m. and 9 a.m.
13. **Clients or customers** shall not visit the site between the hours of 7 p.m. and 9 a.m.
14. **Commercial vehicle.** No more than one commercial vehicle shall be permitted at the site. This vehicle shall not exceed a $\frac{3}{4}$ -ton rated capacity.
15. **Delivery of materials** by commercial vehicles shall be limited to one trip per week on average.



Outside Coastal Zone (1998 [Zoning Code](#) applies) Requirements for home occupation businesses:

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, 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 have no employees on the site other than the residents of the housing unit. This limitation applies only to employees of the home business and does not regulate the use of housekeeping, gardening, childcare, 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, 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.



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Consent of Landowner Form

Consent for what activity? Planning Permit or Business License	
Site Location:	
Property Owner:	Day Phone:
Address:	
City:	Zip Code:
Person authorized to act as Agent/Applicant:	
Agent/Applicant:	Day Phone:
Address:	
City:	Zip Code:

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a permit, business license or other City entitlement is being requested, do certify that:

- I. Business Licenses: I am aware of the Home Occupation Permit being requested and the applicant has my/our full consent to operate the home occupation at this location; OR THAT
- II. Building Permits, Land Use Permits: Such application may be filed and processed with my/our full consent. The applicant is authorized to act as our agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Pismo Beach or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection in advance of City action on the Land Use Permits; inspection of any construction, grading or other development activities following any land use permit approval or evaluation of the satisfactory completion of development authorized through land use permit approval, including continuing compliance with any conditions of approval.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Property Owner Signature

Date
