



CITY OF SANTA PAULA
COMMUNITY DEVELOPMENT DEPARTMENT
200 SOUTH 10TH STREET
SANTA PAULA, CA 93060
(805) 933-4214

HOME OCCUPATION PERMIT INSTRUCTIONS – APPLICATION – INFORMATION

Welcome, and best wishes on your proposed Home Occupation business!

Generally, businesses are not allowed in residential areas of the city. However, a Home Occupation Permit may be obtained, which allows you to conduct your home business, provided the proposed business is secondary to the use of the home as a residence, as stated in the City of Santa Paula Development Code:

Chapter 16.05 Definitions – Home Occupation

“Any commercial activity conducted entirely within a particular dwelling or in an approved habitable accessory building by one or more of the inhabitants of the property and one non-resident employee. Home Occupations are uses that do not interrupt or interfere with the general nature or character of the residential neighborhood.”

A Home Occupation business must also meet the requirements of **Chapter 16.230 – Home Occupation Permit**, of the City of Santa Paula Development Code (see attached).

If you wish your Home Occupation business to be located in an accessory structure on your property, the structure must meet the requirements stated in **Chapter 16.13.040(C) – Habitable Accessory Buildings** (see attached).

Please read the attached Code sections related to Home Occupations to determine if your business qualifies for a Home Occupation Permit. If so, continue with the following steps:

- 1. Complete the attached Home Occupation Permit application (both sides) and Business Tax Statement application.** Failure to answer all questions as fully and completely as possible will result in a delay in permit processing.
- 2. Make an appointment with the Planning Department to submit your completed Home Occupation Permit and Business Tax Statement applications. All fees must be paid upon submittal.** Your Home Occupation inspection will be scheduled at the time of submittal or by phone within one week of submitting the application.
- 3. Once your Home Occupation Permit has been approved, your Business Tax Statement application will be released to the Finance Dept. for processing.** You should receive your official City business license via U.S. Mail in approximately 2-3 weeks.

Please note: a business may not be conducted until approval has been granted by the City and the actual permit and business license have been issued. Feel free to contact the Planning Dept. with any questions.

Thank you!



HOME OCCUPATION PERMIT APPLICATION

PROJECT NO: _____
☐ NEW ☐ RENEWAL ☐ CHANGE
RECEIPT NO: _____

CITY OF SANTA PAULA • 200 S. 10th ST. • SANTA PAULA, CA 93060 • (805) 933-4214 • www.ci.santa-paula.ca.us/planning

PLEASE PRINT CLEARLY (POR FAVOR)

IMPRIME CLARAMENTE)

BUSINESS DESCRIPTION (DESCRIPCIÓN DEL NEGOCIO)

Applicant Name:
(Nombre de solicitante)

Date:
(Fecha)

Business Name:
(Nombre del negocio)

Business Address:
(Dirección del negocio)

Business Description:
(Descripción del negocio – que vende)

Home Phone:
(Teléfono de casa)

Mobile:
(Celular)

Email:
(Correo electrónico)

Zone:

Is there an existing home business or more than one home business proposed for this location?
☐ YES ☐ NO (If yes, a separate application is required for each business on the property)

APN:

PROPERTY OWNER INFORMATION (INFORMACIÓN DEL DUEÑO DE LA PROPIEDAD)

Owner Name:
(Nombre del dueño)

Contact:
(Contacto)

Full Mailing Address:
(Dirección de correo – Incluyen ciudad, estado y código postal)

Phone:
(Teléfono)

Email:
(Correo electrónico)

SIGNATURES (FIRMAS)

A business proposed on rented or leased property must have permission from the owner or by a person with the power of attorney or permission from the owner authorizing the application, or by the attorney-at-law representing the owner.

Property Owner Signature:
(Firma del dueño)

Date:
(Fecha)

Print Full Name:
(Escribe el nombre completo)

I am the applicant for the proposed business and have read and understand the requirements of Santa Paula Municipal Code Chapters 16.05.090, 16.13.040, and 16.230 for a Home Occupation Permit, and hereby agree that the Home Occupation, if permitted, will conform to the aforementioned requirements. I have also obtained permission from the property owner as indicated above or attached hereto authorizing the filing of this application.

Applicant Signature:
(Firma del solicitante)

Date:
(Fecha)

Print Full Name:
(Escribe el nombre completo)

FEES (CARGOS)

• FEE SCHEDULE REVISED BY CITY COUNCIL 10/15/2025, PER RESOLUTION NO. 7595, EFFECTIVE 01/01/2026

Planning Division Fee (Home Occupation Permit clearance/processing)

\$ 200.00

Fees Received By:

Date:

TOTAL FEES DUE

\$

HOME OCCUPATION PERMIT QUESTIONNAIRE

PLEASE ANSWER THE FOLLOWING QUESTIONS AS COMPLETELY AS POSSIBLE. FAILURE TO ANSWER ALL QUESTIONS COMPLETELY MAY RESULT IN A DELAY IN THE ISSUANCE OF YOUR HOME OCCUPATION PERMIT AND/OR BUSINESS LICENSE.

1	Which room of the dwelling is to be used for the Home Occupation business?				
2	Is the business located within a habitable accessory building on the property?	☐ YES ☐ NO	If yes, does the accessory building conform to SPMC §16.13.040(C)? Is the accessory building the only structure used for the home business?	☐ YES ☐ NO ☐ YES ☐ NO	
3	List any tools, machines, or equipment to be used in the Home Occupation business:				
4	Will stock or materials be stored onsite?	☐ YES ☐ NO	If yes, list items and state where they will be stored: _____		
5	Will stock or materials be delivered to your residence?	☐ YES ☐ NO	If yes, how often?		
6	Will the Home Occupation business require persons to come to your home?	☐ YES ☐ NO	If yes, how many?	How often?	
			For what purpose?		
7	Does the Home Occupation require use of a commercial vehicle (truck, van, etc.)?	☐ YES ☐ NO	If yes, state the type and size of vehicle:	Type:	
				Size:	
8	Where will this vehicle be parked? (If parked offsite, please provide address.)				
9	List name(s) of resident(s) of the subject home who will be employed at the Home Occupation business location:	1) _____ 2) _____			
10	List the name(s) of any non-resident employee(s) who will be employed at the Home Occupation location:	1) _____ 2) _____			
11	Where are the parking facilities located onsite?	☐ Garage ☐ Driveway	Other:		
	<i>Please note, if your Home Occupation business plans to have a non-resident employee working at the subject home location, you must submit a dimensioned site plan of the property with this application showing size and location of all parking spaces including: a) garage; b) open spaces; c) driveway and access to parking spaces; and d) type of pavement.</i>				
12	Notes or other information that may help to describe your business:				

CLEARANCE AUTHORIZATION & INSPECTION

▪ THE SUBJECT LOCATION HAS BEEN CHECKED FOR THE PROPOSED USE

PLANNING	Date:	By:	☐ APPROVED ☐ DENIED	Notes:
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BUSINESS LICENSE TAX STATEMENT APPLICATION

CERTIFICATE PERIOD / REVENUE ESTIMATE

FROM:
(Desde)

TO:
(Hasta)

12/31/

ESTIMATED GROSS REVENUE:
(Ingreso total estimado)

CITY OF SANTA PAULA ■ P.O. BOX 569 ■ SANTA PAULA, CA 93061 ■ (805) 933-4211 x219 or x250 ■ www.ci.santa-paula.ca.us

APPLICATION INSTRUCTIONS (INSTRUCCIONES DE APLICACIÓN)

- ☐ **NEW / RELOCATED COMMERCIAL BUSINESS BASED WITHIN CITY LIMITS**
Complete this form + *Commercial Business Permit Application* and submit with fees
- ☐ **NEW / RELOCATED HOME OCCUPATION BUSINESS BASED WITHIN CITY LIMITS**
Complete this form + *Home Occupation Permit Application* and submit with fees
- ☐ **NEW / RELOCATED BUSINESS BASED OUTSIDE CITY LIMITS**
Complete this form *only* and submit with fees *Select one

FEES (MATRÍCULA)

TAX FEE (CUOTA FISCAL)	PENALTY	ADJUST	CA FEE	TOTAL
			\$4	

APPLICANT INFORMATION (INFORMACIÓN DEL APLICANTE)

Fictitious Business Name/DBA (if applicable):

(Nombre comercial ficticio/DBA (si corresponde))

Legal Owner or Corporation Name:

(Propietario legal o nombre de la corporación)

Entity Type: ☐ Sole (Único) ☐ Partnership (Asociación) ☐ Corporation* (Corporación) ☐ LLC/LLP* (LLC/LLP) ☐ 501(c)(3)* (501(c)(3))
**Attach copy of Articles of Incorporation, LLC/LLP, or 501(c)(3) verification*

City Limits: ☐ Inside (Dentro) ☐ Outside (Afuera)

Federal Tax ID No.:

(Número de identificación fiscal federal)

Board of Equalization/Resale No.:

(Número de la Junta de Igualación/Reventa)

State Employer ID No.:

(Número de identificación del empleador estatal)

State License No.:

(Número de licencia estatal)

Exp.:

(Vencimiento)

Social Security No.:

(Número de seguridad social)

Date of Birth (if required):

(Fecha de nacimiento (si es requerido))

BUSINESS INFORMATION (INFORMACIÓN DE NEGOCIOS)

Business Description:

(Descripción del negocio)

Number of Employees:

(Número de empleados)

Full Business Address:

(Dirección comercial completa)

**Cannot be a P.O. Box (No puede ser un apartado de correos)*

Business Phone:

(Número de teléfono del negocio)

Business Email:

(Correo electrónico del negocio)

Business Mailing Address (if different):

(Dirección postal del negocio (si es diferente))

Owner/Corporation Address (if different):

(Dirección del propietario / corporación (si es diferente))

Owner/Corporation Phone:

(Número de teléfono del propietario / corporación)

Owner/Corporation Email:

(Correo electrónico del propietario / corporación)

ADDITIONAL INFORMATION (INFORMACIÓN ADICIONAL)

VEHICLES	LIVING UNITS	MACHINES			PREVIOUS EST GROSS RECEIPTS	ACTUAL GROSS RECEIPTS
		VENDING	AMUSEMENT	MUSIC		

REVISIONS TO RECEIPTS (REVISIONES DE RECIBOS)

SIGNATURE (FIRMA)

By signing this statement: I/We declare, under penalty of perjury, that this certification is made by me, that I am authorized to make such statement, and to the best of my knowledge and belief it is a true, correct and complete return made in good faith for the period stated, pursuant to the provisions of the Business Tax Ordinance Code of the City of Santa Paula. I further certify there has been no change in ownership since the last application or renewal.

Applicant Signature:

(Firma del solicitante)

Date:

(Fecha)

Print Full Name:

(Imprimir nombre completo)

RATE SCHEDULE 100

BUSINESS LICENSE TAX STATEMENT

Your annual business license tax statement ("business license") fee is based off the estimated gross revenue of your business for one (1) year. Locate your estimated gross revenue figure in the table below, and enter the corresponding amount in the TAX FEE box on the front page. If you underestimate your gross revenue, the City will bill you for the difference to the correct fee amount upon renewal.

La tarifa anual de declaración de impuestos de licencia comercial ("licencia comercial") se basa en los ingresos totales estimados de su negocio durante un (1) año. Ubique su cifra de ingresos totales estimados en la tabla a continuación e ingrese el monto correspondiente en el recuadro CUOTA FISCAL en la página principal. Si subestima su ingreso total, la Ciudad le facturará la diferencia al monto correcto de la tarifa al momento de la renovación.

CODE	GROSS INCOME RANGE	FEE
110	\$39,999—Under	\$25
120	\$40,000—\$59,999	\$35
130	\$60,000—\$99,999	\$45
140	\$100,000—\$199,999	\$65
150	\$200,000—\$299,999	\$85
160	\$300,000—\$399,999	\$100
165	\$400,000—\$499,999	\$125
170	\$500,000—\$599,999	\$150
175	\$600,000—\$799,999	\$175
180	\$800,000—\$999,999	\$200
181	\$1,000,000—\$1,999,999	\$225
182	\$2,000,000—\$2,999,999	\$250
183	\$3,000,000—\$3,999,999	\$275
184	\$4,000,000—\$4,999,999	\$300
185	\$5,000,000—\$5,999,999	\$325
186	\$6,000,000—\$6,999,999	\$350
187	\$7,000,000—\$7,999,999	\$375
188	\$8,000,000—\$8,999,999	\$400
189	\$9,000,000—\$9,999,999	\$425
190	\$10,000,000—Above	\$450

+\$25 per each \$1 million additional gross receipts or fraction thereof.

Rate Schedules 200 (Dance/Entertainment/Delivery/Miscellaneous), 300 (Rental Units), 400 (Theaters), 500 (Vending/Amusement) are applicable as required and will be provided for review as needed.

Chapter 16.230 - Home Occupation Permit

16.230.010	Purpose and Intent
16.230.020	Initiation
16.230.030	Proceedings
16.230.040	Prohibited Home Occupations
16.230.050	Conditions of Approval
16.230.060	Home Occupation Performance Standards
16.230.070	Revocation
16.230.080	Fines and Penalties

16.230.010 Purpose and Intent

- A. The City recognizes that an occupant of a residential property has a limited right to conduct non-obtrusive business from a residence, and that the average neighbor generally will prefer to have that business conducted in such a fashion that neighbors are unaware of its existence. This Chapter is established to allow such home occupations to exist, provided the residential character of residential neighborhoods is maintained and further provided safeguards are established to prevent the use of home occupations from transforming the use of a residence into a commercial use or a residential neighborhood into a commercial one.
- B. Home occupations encourage and promote efforts to reduce traffic congestion and the generation of pollutants by allowing and recognizing changing work environments, including telecommuting and work-at-home options. Such businesses are allowed in the City subject to the regulations of this Chapter.

16.230.020 Initiation

- A. An application for a Home Occupation permit may be initiated by any occupant of the residence. For rental property, written authorization for the proposed use must be given by the property owner or the property owner's representative.
- B. An application must be filed pursuant to the provisions of Chapter 16.202 (Applications, Processing, Filing, and Fees) of this Title 16.
- C. A business license tax must be paid pursuant to Chapter 110 of the Municipal Code.

16.230.030 Proceedings

- A. The establishment of a home occupation within any residential dwelling unit will be regulated by a one-time application and fee.
- B. An application for a Home Occupation permit must be submitted to the Planning Department on forms supplied by the Department. The applicant must provide information required by the application and any additional information requested by the Planning Department to assist in the review of the permit request.

- C. The application must be referred to the Planning Director or appointed designee for review and to determine compliance with the provisions of this Chapter. The Planning Director or designee will have the authority to consult with other City departments regarding the proposed application. As part of the application review an inspection by the Building and Safety Department will be conducted.
- D. Within 10 days of receiving a completed application, the Planning Director will act to approve, approve with conditions, or deny the application. Any decision of the Director may be appealed to the Planning Commission pursuant to Chapter 16.206 (Appeals and Revocations) of this Title 16.
- E. The dwelling in which the home occupation is being conducted shall be open for inspection to City personnel, at reasonable times during normal business hours, for the purpose of inspecting to determine whether or not the conditions of this section are being complied with.

16.230.040 Prohibited Home Occupations

The following uses, either by operation or nature, are not incidental to or compatible with residential activities and shall not be permitted as home occupations:

- a. Adult businesses including escort services, massage parlors and the making of adult movies.
- b. Animal boarding, breeding or grooming facilities.
- c. Automotive and other vehicle repair (body or mechanical) upholstery, painting or storage.
- d. Barber or beauty shop.
- e. Carpentry or cabinet making.
- f. Firearms/weapons dealerships.
- g. Retail sales.
- h. Welding or machine operation.
- i. Any other use, as determined by the Director not to be incidental to or compatible with residential activities.

16.230.050 Conditions of Approval

The Planning Director or appointed designee will have the authority to impose conditions on a Home Occupation permit to ensure compliance with the intent of this Title 16, including compliance with the performance standards contained in Section 16.230.060 below.

16.230.060 Home Occupation Performance Standards

- A. Home occupations, as defined in Chapter 16.05 (Definitions) of this Title 16, are uses that generally do not interrupt or interfere with the general nature or residential character of the residential neighborhood in which they are located.

- B. All permitted home occupations must comply with the following performance standards:
1. A home occupation business must be clearly incidental to the residential use of the property, and the dwelling unit must be the principal residence of the home occupation business owner.
 2. Home occupations cannot generate pedestrian or vehicular traffic beyond that considered normal within the surrounding residential district.
 3. A home occupation must be conducted within a dwelling unit, or within an approved accessory structure. Accessory buildings used for home occupations must comply with the provisions of this Code, cannot contain kitchen facilities, and may only be located within single-family residential zones.
 4. Not more than 25% of the existing square footage of a dwelling unit up to a maximum of 500 square feet may be used for the home occupation business.
 5. The operation of a home occupation cannot interfere with the maintenance of any required parking spaces, including spaces required to be provided within a garage.
 6. The appearance of the dwelling or accessory structure within which the home occupation is conducted cannot be altered (for example, but without limitation, by using color, materials, construction, lighting, signs, sounds, noises, vibrations, or equipment displays) to make it recognizable as serving a nonresidential use.
 7. The home occupation permit applicant and other persons who use the dwelling as their primary residence may be involved in the home occupation use. All residents involved in the home occupation use must be listed on the application. In addition, one (1) nonresident employee or independent contractor, whether paid or not for his or her services, may be involved in the home occupation use on the property between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday. Off-street parking must be available on the site for the nonresident employee. Home occupations conducted within an accessory structure on the site are limited to resident employees only.
 8. If the business employs other persons whose work activities are performed off the premises, such individuals are not allowed to gather or congregate on the premises in connection with a home occupation.
 9. The home occupation permit is valid only for the person to whom it is issued and is void when that person moves from the dwelling unit or discontinues or alters the business so that the information provided on the application is no longer valid. Property owners are required to sign the Home Occupation Permit Application. Home Occupation Permits must be renewed every five (5) years.

10. A maximum of two (2) home occupation permits may be issued for any residence. However, the limitations set forth in the performance standards are applied singularly not cumulatively.
11. No direct retail or wholesale sales may be conducted on the premises of any home occupation.
12. Up to four (4) customers or visitors related to the home occupation are allowed daily, between the hours of 8:00 and 8:00 p.m., provided that the home occupation does not generate vehicle traffic beyond that considered characteristic of the surrounding residential district. Personal service uses involving the instruction or tutoring of an individual may be allowed subject to approval by the Planning Director, if the use is in keeping with the stated intent of the section and not determined to be potentially detrimental to the residential character of the neighborhood.
13. Deliveries or pick ups made by a courier or delivery service as part of a home occupation are limited to two (2) a day.
14. Only one vehicle with a capacity not exceeding three-quarter ton may be used by the resident directly or indirectly in connection with a home occupation. No commercial vehicles may be used as part of the home occupation. Off-street parking must be provided for any vehicle used in connection with the home occupation.
15. No signs identifying or advertising the home occupation business may be posted on the property, on other nearby residential properties, or on the public right of way.
16. No merchandise or products can be visible from the outside the residence or accessory structure.
17. No newspaper or other advertising is allowed, which identifies the address of the residence as a place of business.
18. Outdoor storage, display of merchandise, products, materials, supplies or operations are prohibited on the premises.
19. Activities conducted and equipment or material used cannot change the fire safety or occupancy classification of the premises. The use cannot employ the storage of pesticides, explosives, flammable, or hazardous materials, or waste of any kind brought onto the property as part of the occupation.
20. No use of utilities or community facilities is permitted beyond that normal to the use of the property for residential purposes.

21. No refuse or trash can be generated in quantities or types not normally associated with residential uses.
22. No equipment or process can be used that creates noise, vibration, glare, fumes, odors, or electrical interference detectable off the premises. In the case of electrical interference, no equipment or process can be used that creates visual or audible interference upon any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.

16.230.080 Fines and Penalties

A permittee who violates any of the performance standards listed in Sections 16.230.050 and 16.230.060 above or any permit conditions may be subject to fines as established by resolution of the City Council and/or permit revocation pursuant to the provisions of Chapter 16.206 of this Title 16.

Reserved