



CITY OF SAN JUAN CAPISTRANO

PLANNING DIVISION

32400 PASEO ADELANTO

SAN JUAN CAPISTRANO, CA 92675

PLANNING@SANJUANCAPISTRANO.GOV

(949) 443-6331

OFFICE USE ONLY

HOME OCC. PERMIT: _____

RECEIVED BY: _____

DATE RECEIVED: _____

HOME OCCUPATION PERMIT APPLICATION

PROPERTY OWNER

PROPERTY OWNER NAME			PHONE	
MAILING ADDRESS	UNIT/SUITE	CITY	STATE	ZIP

APPLICANT (If different from Property Owner listed above)

APPLICANT NAME			PHONE	
MAILING ADDRESS	UNIT/SUITE	CITY	STATE	ZIP

PROPOSED USE

DESCRIBE

PROPERTY DESCRIPTION

LOCATION				
STREET ADDRESS	UNIT/SUITE	CITY	STATE	ZIP

CODE STANDARDS (per Section 9-3.523)

No person shall conduct any home occupation use without first securing a home occupation permit. A home occupation use is permitted as an accessory use to a residential use provided the use is conducted in compliance with the regulations set forth below and a business license, as required under Title 3 of the Municipal Code, has been obtained:

1. There shall be no signs or devices identifying or advertising the home occupation use.
2. Sales activity of merchandise shall not be distributed at the residence.
3. There shall be no storage of equipment, material, or display outside of any fully enclosed structures, except that maintained on a vehicle permitted by this section.
4. Nothing associated with the home occupation use shall alter the residential character of the subject property or nearby residential properties.

5. There shall be no activity which involves business related meetings or gathering of any kind such as may generate increased pedestrian or vehicular traffic, parking congestion, noise or disturbances beyond that which is normal to residential uses.
6. There shall be no use of any mechanical equipment, appliance, or motor outside of an enclosed building or which generates noise detectable from outside the building in which it is located.
7. Only one home occupation permit will be issued per residential property. Several individual business licenses for separate activities may be issued, provided each licensed use complies with all other restrictions of this section.
8. There shall be no employee workers other than resident family members conducting business at the residence, except for one employee providing service support to the business, including but not limited to, services such as accounting and clerical.
9. There shall be no dispatching of persons or equipment originating from the subject property.
10. Not more than one commercial vehicle identifying the business use conducted as a home occupation and used or maintained in connection with the home occupation for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property, except as provided in Section 260 of the California Vehicle Code, may be parked overnight outside of an enclosed garage at the residence. No vehicle with a gross weight of six thousand pounds or greater or exceeding the following size dimensions: a wheelbase of 168 inches, height not to exceed nine (9) feet, and an overall width of seven (7) feet, including side view mirrors and an overall length with accessory trailer of twenty-five feet shall be parked overnight at the residence.
11. Home occupation activities shall not involve the use of more than one room, or 400 square feet of a dwelling, whichever is more restrictive, and no garage space shall be used for the conduct of any home occupation which interferes with the use of such space necessary to satisfy for parking of vehicles, if such use for parking of vehicles is necessary to satisfy the off-street parking requirements of this Municipal Code.

SIGNATURE/ACKNOWLEDGMENT:

I hereby acknowledge that this permit application will not be considered complete until I have submitted all required plans, documents, and fees. I hereby certify that all information contained in this application, including all plans and documents, is, to the best of my knowledge, true and correct. I hereby grant the City authority to enter onto the property to conduct site inspections (sign below). Finally, I hereby certify that I have read and fully understand the standards established by Section 9-3.523 and will comply with the same:

PROPERTY OWNER

APPLICANT

HOMEOWNERS ASSOCIATION ACTION:

☐

APPROVED

☐

DENIED

*****WRITTEN DOCUMENTATION OF ASSOCIATION ACTION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION*****

OFFICE USE ONLY

FINAL ACTION

1. ZONING DISTRICT _____ PRINCIPAL RESIDENTIAL USE ESTABLISHED: ☐ YES ☐ NO
2. PROPOSED HOME OCCUPATION COMPLIES WITH THE PURPOSE AND INTENT OF §9-3.523: ☐ YES ☐ NO

☐

APPROVED

☐

DENIED

PLANNER: _____

DATE: _____