



Planning and Building Agency
 Planning Division
 20 Civic Center Plaza
 P.O. Box 1988 (M-20)
 Santa Ana, CA 92702
 (714) 647-5804
 www.santa-ana.org

HOME OCCUPATION PERMIT

Name: _____ Telephone: _____

Street Address: _____ Zip Code: _____

Business Name: _____

Owner Type of Dwelling: Single Family Apartment
 Renter Condominium Other _____

If you are a renter, the owner of the residence or the manager must also sign this request. If the residence is a condominium, an authorized representative of the Homeowners' Association must sign this request.

Type of Business Conducted: _____

Number of Employees: _____ (maximum one)

Approximate Floor Area devoted to Home Occupation in sq. ft.: _____

Business Vehicles (described): _____

Mechanical Equipment Used: _____

Date: _____ Owner's Signature (if applicable): _____

Date: _____ Property Manager (if applicable): _____

Date: _____ Homeowners' Association Representative (if applicable): _____

Certification: I certify, under penalty of perjury, that the foregoing statements and answers herein contained and any other information herewith submitted as a part of this application are in all respects true and correct to the best of my knowledge and belief.

Date: _____ Applicant's Signature: _____

FOR DEPARTMENT USE ONLY:

Required Fee

Date Filed: _____ Accepted By: _____

Zoning Administrator's Decision: APPROVAL DENIAL

Appeal: Denial of this request may be appealed to the Planning Commission within 10 calendar days of the date of this decision (Section 41-192.5).

APPLICATION NO. _____

Sec. 41-192.1. Accessory use of dwellings for home occupations. A home occupation is permitted as a use accessory to residential use, provided that it is conducted in compliance with the regulations set forth in section 41-192.2, that a permit has been obtained and remains in effect in accordance with sections 41-192.3 through 41-192.5, and that any business license required by Chapter 21 of this Code has been obtained.

Sec. 41-192.2. Regulation of home occupations. No person shall conduct any home occupation in violation of any of the following regulations:

- (a) There shall be no signs or other devices identifying or advertising the home occupation.
- (b) There shall be no sales activity, either wholesale or retail, except mail order sales.
- (c) There shall be no work, storage, or display outside of any fully enclosed structure.
- (d) Nothing associated with the home occupation shall alter the residential character of the subject property or nearby residential property.
- (e) There shall be no activity which involves frequent meetings or gatherings of any kind such as may generate traffic and parking congestion, noise, or disturbances beyond that which is normal to residential use. Such uses include but are not limited to photo studios, bail bond uses, or check cashing facilities.
- (f) 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.
- (g) Only one (1) home occupation shall be conducted on the subject property.
- (h) No more than two (2) persons shall be engaged in the conduct of the home occupation.
- (i) There shall be no dispatching of persons or equipment from the subject property.
- (j) No more than a single vehicle used primarily in the conduct of the business may be parked or stored on the public street nor anywhere on the subject property other than an enclosed garage; and that single vehicle shall comply at all times with the provisions of sections 36-145 and 41-607(h) of this Code.
- (k) Home occupation activities shall not involve the use of more than one (1) room or four hundred (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 for parking of vehicles, if such use for parking of vehicles is necessary to satisfy the off-street parking requirements of this chapter.

Sec. 41-192.3. Home occupation permit required. No person shall conduct a home occupation without having first obtained a home occupation permit from the zoning administrator. Applications for such a permit shall be filed by the occupant of the dwelling with the zoning administrator on such forms as may be provided by the zoning administrator and shall be accompanied by such filing fee as may be set by resolution of the city council. The application shall provide such information and documentation as the director of planning and development services shall, by departmental regulation, determine to be appropriate. The zoning administrator shall issue the home occupation permit if he determines that the home occupation will be conducted in accordance with section 41-192.2 and will not adversely affect the residential character of the subject property or nearby residential properties; otherwise, he shall deny the application. The permit, if granted, shall specifically identify the occupant as permittee and describe the nature of the home occupation thereby allowed. Home occupation permits shall not be transferable by the designated permittee to any other person.

Sec. 41-607. (h) In the RE, R1, R2, R3 and R4 districts and at any residential use in a Specific Development zoning district, there shall be no display, storage of materials or supplies, no stock in trade or commodity sold upon the premises, no service rendered, no professional equipment, apparatus or business equipment or trucks kept or stored on the premises, no person, employee, or assistant in connection therewith engaged for services on the premises or dispatched from the premises; and no mechanical equipment used except as is customarily used for housekeeping purposes.