



# HOME-SHARING IN LEMON GROVE

## *Lemon Grove City Council adopts new “home-sharing” ordinance*

On May 7, 2019, the Lemon Grove City Council adopted an ordinance ([Ordinance No. 452](#)) allowing home-sharing with regulations and prohibiting vacation rentals in Lemon Grove. The ordinance went into effect on June 7, 2019. The City will begin enforcing the ordinance on July 1, 2019.

Home-sharing is subject to strict requirements to ensure it does not adversely affect the residential character of the neighborhood or generate noise, traffic, parking, trash, or have other negative impacts on neighbors. The application for a Home-Share Permit includes [Good Neighbor Guidelines](#) that should be posted within each dwelling used as a home-share and given to each guest.

This web-page provides information to help you understand the new ordinance, how the permitting process works, and other responsibilities required of home-sharing hosts, such as paying the required transient occupancy tax (TOT). It also provides links to permits and other pertinent information.

### WHAT IS “HOME-SHARING”?

Home-sharing is a “hosted” short-term rental. Home-sharing is an accessory use of a dwelling unit whereby the resident (the “host”), rents his or her *primary residence* to one or more transient occupants, for compensation, for periods of thirty (30) consecutive days or less, *while the host resides on-site, in the dwelling unit, throughout the transient occupant’s stay*. Home-sharing is allowed in Lemon Grove only if the host complies with all the requirements of the ordinance.

### WHAT IS A “VACATION RENTAL”?

A vacation rental is the rental of any dwelling unit, in whole or in part, to any transient occupant(s) for exclusive transient use for periods of thirty consecutive days or less. A vacation rental is also known as an “unhosted” short-term rental. ***Vacation rentals are prohibited in Lemon Grove.*** That means you cannot offer a dwelling as a short-term rental if it’s not your primary residence. It also mean that, even if it is your primary residence, if you’re not residing in it while the transient occupants are there, you cannot rent it out as a short-term rental.

### WHAT IS THE PROCESS FOR BEING A HOME-SHARE HOST?

- ✓ **Step 1:** Read the [home-sharing ordinance](#) and make sure you can comply with all the requirements. If you have any questions, please contact the Community Development Department at (619) 825-3800. Links to the ordinance, pertinent information, permit applications, and forms can be found at [www.lemongrove.ca.gov/home-sharing](http://www.lemongrove.ca.gov/home-sharing)
- ✓ **Step 2:** Apply for a [Home-Sharing Permit](#). City staff will review your application and make sure all required documentation is provided. The Home-Sharing Permit application is \$79. If your application for a Home-Sharing Permit is approved, you will be issued a Home-Sharing Permit with a Home-sharing Permit Number. The Home-Sharing Permit Number *must* be used on *all* advertising for your home-share, including advertising on every hosting platform on which you advertise.
- ✓ **Step 3:** If your application for a Home-Sharing Permit is approved, you will apply for a [Business License](#). The Business License is \$49.

- ✓ **Step 4:** Your Home-Sharing Permit and Business License will be issued and you will be added to the City's Home-Sharing Registry, which is published on the City's website. You are now eligible to conduct your home-share.
- ✓ **Step 5:** You are required to collect and remit TOT to the City as specified in the [TOT Form](#). TOT is required to be paid by all "transient uses," including hotels, motels, bed-and-breakfast inns, and home-sharing operations.
- ✓ **Step 6:** Renew your Home-Sharing Permit and Business License annually. If you decide to stop conducting home-sharing, please notify the City so your information can be deleted from the Home-Sharing Registry.

## OTHER FREQUENTLY ASKED QUESTIONS

**Who can be a host?** The property owner, or with the property owner's approval, a long-term tenant/renter or lessee may be a host. If you're a long-term tenant/renter or lessee, the property owner also must sign the application for the Home-Sharing Permit. There can only be one host per dwelling unit.

**What is a "primary residence"?** It is your permanent residence (or the usual place of residence, where you normally live, sleep, and eat). You can only have one primary residence and you must live in the residence a minimum of 275 days per year for it to qualify as your primary residence. You must demonstrate proof of residency to the City by providing a minimum of two of the following items:

- Motor vehicle registration
- Driver's license
- Voter registration
- Tax documents showing the dwelling unit as your primary residence
- Utility or phone bill with the dwelling unit's address dated within the last 30 days

**The ordinance states I must reside on-site, in the dwelling unit, throughout the transient occupant's stay. Does that mean I cannot leave my house while I'm home-sharing?** No, the City understands that hosts may have to go to work or the store, take children to school, etc. The ordinance requires you, as the host, to be present in the dwelling at least five hours within every 24-hour period your dwelling is being used for home-sharing.

**Can I rent out my primary residence on a short-term basis (less than 30 days) while I'm out of town?** No. Renting out a residence to any transient occupants while you're not residing on-site throughout the transient occupants' stay is a vacation rental, and vacation rentals are prohibited in Lemon Grove.

**I live in an apartment complex (multifamily residential development)—can I be a host?** *Only if the property owner approves.* The City will not issue a Home-Sharing Permit without the property owner's authorization. The property owner must sign your Home-Sharing application authorizing the use of your rental unit for home-sharing.

**I live in a condominium—can I be a host?** *Only if your condominium association approves.* The City will not issue a Home-Sharing Permit to anyone in a condominium unless the condominium association provides a letter of authorization, which must be submitted with your application. And if you're renting the condominium, you'll also need the property owner's signature.

**Is there a limit on how often I can use my home as a home-share?** No, there is no limit.

**Is there a minimum duration for any one home-share rental?** Yes. Each home-share rental must be a minimum of three (3) days, two (2) nights.

**Is there a limit to the number of guests allowed?** Yes. Occupancy is limited to 2 guests per bedroom, excluding the host's bedroom, plus one additional guest. For example, if you have a 4-bedroom house, you could have a maximum of 7 home-share guests. If you have a 2-bedroom house and a guest house with one bedroom, you could have a maximum of five home-share guests.

**Can I rent out my guest house\* as a home-share?** It depends. Your guest house must have been legally constructed as a guest house to be allowed to be included in your Home-Sharing permit. If it *wasn't* legally constructed, then you are prohibited from renting it out. If it *was* legally constructed, you can include it in your Home-Sharing Permit.

**I have an Accessory Rental Dwelling Unit\* (ARDU) on my property with a long-term tenant living in it. Can my tenant be a home-share host?** Yes, as long as the ARDU was legally constructed as an ARDU, and as long as you authorize it, since you're the property owner. **Can I also be a host?** Yes, you can be a host in your primary residence and your tenant can be a host in the ARDU on the same property.

**\*What is the difference between a guest house and an ARDU?**

- **Guest house:** Living quarters having no kitchen facilities, located within an accessory building located on the same site as the primary residence, and occupied for the sole use of members of the family, temporary guests or persons permanently employed on the premises.
- **ARDU:** A secondary dwelling unit located on a lot with one (1) single-family dwelling in the RL or RL/M, RM, or RM/H zones. ARDUs provide an affordable type of housing and can provide a source of income for homeowners. For more information, please visit:

<https://www.lemongrove.ca.gov/Home/ShowDocument?id=1907>

**Can home-share guests park on the street?** No, you *must* provide parking for your guests on-site and *they must not park on the street*. Please note that parking is not allowed in the required front or side setbacks, except within the driveway. The parking spaces you provide for guests must be in addition to the parking requirements for your dwelling, whether you live in a single-family residence, ARDU, or an apartment or condominium. For example, if you live in a single-family house with an attached two-car garage with a driveway that is long enough for one or more cars to park without hanging into the public right-of-way, the garage provides the Code-required parking for you, as the host, and the driveway provides parking for your home-share guest(s).

**Are special or commercial events allowed?** Events, parties, and group gatherings that exceed the maximum number of allowed home-sharing guests are prohibited. Special events such as weddings, banquets, and corporate retreats, are prohibited in association with the home-sharing use.

**Is there a limitation on what can be rented out?** The structure or portion of the structure must be permitted for residential use. Non-permitted structures, garages, storage sheds, vehicles, recreational vehicles, tree houses, and temporary structures (such as tents) cannot be rented out for home-sharing. Also, the structure must be in compliance with all City Codes and other relevant laws and ordinances.

**I rent out a bedroom in my house to a long-term tenant while I'm also living there. Do I have to apply for a Home-Sharing Permit and pay TOT?** No. Renting out a room or rooms in your dwelling to a tenant on a long-term basis (over 30 days) with a month-to-month rental agreement is not considered home-sharing for the purpose of the ordinance. You are not required to obtain a Home-Sharing Permit or pay TOT.

## **REVOCATION OF PERMIT**

A home-sharing permit is subject to revocation if one or more of the conditions of the permit are not being fulfilled or if other violations exist.

## **ENFORCEMENT**

Home-sharing that does not comply with the home-sharing ordinance is considered a misdemeanor and violators shall, upon conviction, be punishable by a fine or imprisonment as set forth in Section 17.04.070 of the LGMC.

## **HOME-SHARING REGISTRY**

The City created a Home-Sharing Registry and publishes it online at the webpage listed below. The City assigns each home-sharing operation it approves a unique Home-Sharing Permit Number and posts them on the Home-Sharing Registry.

If you think there is a home-share operating in your neighborhood and you want to know if it is permitted, please visit the home-sharing registry at [www.lemongrove.ca.gov/home-sharing/home-sharing-registry](http://www.lemongrove.ca.gov/home-sharing/home-sharing-registry).

## **QUESTIONS?**

Please contact the Development Services Department at (619) 825-3800 or visit the City's home-sharing webpage at [www.lemongrove.ca.gov/home-sharing](http://www.lemongrove.ca.gov/home-sharing).

**Note:** The information provided here does not replace the specific information in [Ordinance 452](#). Please refer to Ordinance 452 for the complete list of requirements.



## HOME-SHARING

### GOOD NEIGHBOR GUIDELINES

The City of Lemon Grove is pleased to allow home-sharing in our beautiful community. Lemon Grove has all the charm of small-town living with the conveniences of big city proximity. To retain the qualities that make our community special, we ask that home-share hosts and guests be respectful of neighbors and abide by these *Good Neighbor Guidelines*.\*

You and your visitors must comply with the following:

- ✓ **Parking:** All home-sharing occupants must park only in the space assigned to you. No on-street parking or parking in required front and side yards is allowed, other than a driveway.
- ✓ **Noise:** Please be considerate of your neighbors when you're outside, using a swimming pool or hot tub, playing games or using sporting equipment, listening to music, or doing other activities that create noise. You must comply with the City's Noise Ordinance (Chapter 9.24 of the Lemon Grove Municipal Code)—in Lemon Grove, it is unlawful for any person to make, continue, or cause to be made or continued any disturbing, excessive, or offensive noise which causes discomfort or annoyance to reasonable persons of normal sensitivity residing in the area.
- ✓ **Occupancy:** Maximum occupancy for home-sharing is determined by the Lemon Grove Municipal Code. Events, parties, and group gatherings that exceed the maximum number of allowed home-sharing guests are prohibited. Special events such as weddings, banquets, and corporate retreats, are prohibited in association with the home-sharing use.
- ✓ **Safety:** Please obey speed limits and watch out for children. Be sure to familiarize yourself with the list of emergency information your host has provided on the inside of the front door.
- ✓ **Violations:** Please avoid any nuisance activities, such as noise, disruptive behavior, illegal parking, other violations of the Lemon Grove Municipal Code, or other activities that disrupt the neighborhood peace. Violations are considered misdemeanors and are subject to citation and fines.

**Questions? Please contact the Community Development Department at (619) 825-3800 or visit:**  
[www.lemongrove.ca.gov/home-sharing](http://www.lemongrove.ca.gov/home-sharing).

\*Hosts—please provide a copy of this to all your home-sharing guests and post it  
in a conspicuous location in your dwelling.



# HOME-SHARING PERMIT APPLICATION

## Community Development Department / Planning Division

3232 Main Street, Lemon Grove, CA 91945

Phone: (619) 825-3805

FAX: (619) 825-3818

[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)

A City of Lemon Grove Home-Sharing Permit is required to conduct a Home-Sharing business in Lemon Grove. Complete this application if you are the Applicant/Host and will be conducting a Home-Sharing business, as defined by Chapter 18.48 of the LGMC. See the *Home-Sharing Permit Application Packet* for more information. All required information must be included with the application. Incomplete applications will not be accepted.

### HOME-SHARING APPLICANT/HOST INFORMATION

APPLICANT/HOST NAME:

FICTITIOUS BUSINESS NAME (if applicable):

ADDRESS:

APN:

PHONE:

PHONE (ALTERNATE):

EMAIL:

PROPOSED START DATE OF HOME-SHARE BUSINESS:

I AM THE:

☐ PROPERTY OWNER

☐ TENANT/LESSOR\*

☐ SUB-LESSOR\*

\*If you are not the property owner, you must have the property owner fill out the following section.

PROPERTY OWNER NAME:

PHONE NUMBER:

ADDRESS:

AUTHORIZATION OF PROPERTY OWNER: As the property owner or the property owner's authorized agent (Note: if the owner's agent, please provide proof), I hereby authorize my tenant/lessor/sub-lessor listed above, to host a home-share from the property listed under the Applicant/Host's name, subject to the regulations in Chapter 18.48 of the Lemon Grove Municipal Code (LGMC).

PROPERTY OWNER SIGNATURE:

DATE:

**TYPE OF PROOF OF RESIDENCY: A minimum of two (2) forms of proof of residency at the address listed on this application in the host/applicant's name are required. Please check the two you are providing and attach them to this application.**

☐ Motor vehicle registration

☐ Driver's license

☐ Voter registration

☐ Tax document showing dwelling as host's primary residence

☐ Utility or phone bill dated within the last 30 days

### TYPE OF DWELLING

THE DWELLING I AM PROPOSING TO USE FOR HOME-SHARING IS:

☐ Single-family dwelling unit

☐ Accessory rental dwelling unit (ARDU)

☐ Unit in a duplex or multi-family development

☐ Unit in a common interest development (e.g., condominium)\*

\*If you checked this box, you must provide a letter of authorization from the homeowners association (HOA) indicating that use of the property for home-sharing is permitted under the HOA's covenants, conditions, and restrictions (CC&Rs)

IS THE DWELLING UNIT INCOME-RESTRICTED? (Note: Income-restricted units are prohibited from being used for home-sharing)

☐ Yes

☐ No

HOME-SHARING ACTIVITY INFORMATION		
LIST ALL ROOMS IN DWELLING UNIT: (Check all that apply)		WILL ROOMS BE RENTED FOR HOME-SHARING?
<input type="checkbox"/> Master bedroom	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Bedroom #1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Bedroom #2	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Bedroom #3	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Bedroom #4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Living room	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Den	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Family room	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Guest house	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list number of rooms to be rented:
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
WHERE WILL HOST RESIDE/SLEEP WHILE RENTING ROOM(S) FOR THE HOME-SHARING BUSINESS?		
<b>PARKING: All parking for home-sharing must be provided on-site and shall not be located within a required front or side setback other than a driveway. Parking required by the LGMC for the dwelling cannot be used for home-share parking. Please provide a site plan on the attached grid sheet that shows the number and location of the parking spaces that will be available to home-sharing guests; see list below.</b>		
LIST ALL PARKING SPACES: (Check all that apply, as shown on site plan)		WILL SPACE(S) BE USED FOR HOME-SHARING?
<input type="checkbox"/> One-car garage/carport	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Two-car garage/carport	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Driveway	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of vehicles that can be accommodated:
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
WHERE WILL HOST PARK WHILE RENTING ROOM(S) FOR THE HOME-SHARING BUSINESS?		
<b>SAFETY: Please certify that the following safety measures have been implemented for the home-sharing use; see list below.</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	All sleeping rooms used for home-sharing are provided with one operable window or door in addition to entry door	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Every sleeping room and hallway has a functional smoke alarm	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Every floor has a functional carbon monoxide alarm	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Water heater is properly strapped, adequately vented, and temperature and pressure relief valves are drained outside	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Heating and ventilation equipment is in safe operating condition and placed in an approved location	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Valid functional fire extinguisher (non-expired), with expiration date shown, present on the property and accessible	
<input type="checkbox"/> Yes <input type="checkbox"/> No	A clearly printed sign is posted inside the dwelling unit on the inside of the front door that provides the following information: the location of all fire extinguishers, carbon monoxide detectors, gas shut-off valves, emergency exit routes, fire alarms, and emergency contact information for the host for periods when the host is off site as provided for in Section 18.48.030	
<b>HOSTING PLATFORMS/METHODS OF ADVERTISING YOUR HOME-SHARE: List all hosting platforms you will be using and/or methods of advertising if not a hosting platform. If you add one or more hosting platforms not listed below subsequent to approval of the Home-Sharing Permit, you must provide updated information to the City.</b>		
HOSTING PLATFORM WEBSITE(S):		YOUR LISTING NUMBER:
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
OTHER METHOD OF ADVERTISING (IF APPLICABLE):		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

<b>DECLARATION, AFFIDAVIT, AND SIGNATURE OF APPLICANT/HOST: <i>Please read, check each box, and sign and date below.</i></b>	
<input type="checkbox"/> I declare, under penalty of making a false declaration that I am authorized to complete this form, and to the best of my knowledge and belief it is a true, correct, and complete statement, made in good faith. <input type="checkbox"/> I certify that the property that is the subject of this application is my primary residence and that I reside there no less than 275 days per calendar year. <input type="checkbox"/> I have read and understand the regulations for the Home-Sharing Ordinance (Chapter 18.48 of the LGMC) and I agree to comply with all regulations at all times. <input type="checkbox"/> I have received the Good Neighbor Guidelines, agree to abide by them, agree to require that my home-sharing guests abide by them, and agree to post them in a conspicuous location within the dwelling unit I am home-sharing. <input type="checkbox"/> I understand and agree that the granting of this Home-Sharing Permit requires my compliance with the limitations, standards, and requirements of the Home-Sharing Ordinance; obtaining a Home Occupation Business License; consenting to inspection(s) of my property; remitting to the City the Transient Occupancy Tax in accordance with Chapter 3.20 (Transient Occupancy Tax) of the LGMC; and complying with all applicable LGMC provisions and State and federal laws. <input type="checkbox"/> I understand that failure to comply with the provisions of the Home-Sharing Ordinance is grounds for revocation of my Home-Sharing Permit and violation of its provisions are considered a misdemeanor and shall, upon conviction, be punishable by a fine or imprisonment as set forth in Section 17.04.070 of the LGMC.	
NAME OF APPLICANT/HOST (PRINT):	
SIGNATURE:	DATE:
<b>FOR CITY USE ONLY</b>	<b>REGISTRATION #:</b>
DATE APPLICATION RECEIVED:	
FEES:	RECEIPT #:
REQUIRED ADDITIONAL INFORMATION PROVIDED AND ATTACHED:	
<input type="checkbox"/> 2 forms of proof of residency	
<input type="checkbox"/> Authorization of HOA (if applicable)	
<input type="checkbox"/> Site plan showing location of parking	
<input type="checkbox"/> Proof of liability insurance (if applicable)	
<input type="checkbox"/> Signed indemnification and hold harmless agreement	
IS THE PROPERTY SUBJECT TO ANY OUTSTANDING ENFORCEMENT OF THE LGMC? <input type="checkbox"/> YES* <input type="checkbox"/> NO	
*If YES, list violation(s) below.	
<b>FIRE DEPARTMENT:</b>	
THIS HOME-SHARING PERMIT IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
SIGNATURE OF FIRE DEPARTMENT STAFF:	DATE:
<b>PLANNING DEPARTMENT:</b>	
THIS HOME-SHARING PERMIT IS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
SIGNATURE OF PLANNING DEPARTMENT STAFF:	DATE:



**Provide Site Plan Here**

A large grid of graph paper, consisting of 30 columns and 30 rows of small squares, intended for drawing a site plan.



# HOME OCCUPATION REGULATIONS

Community Development Department / Planning Division  
3232 Main Street, Lemon Grove, CA 91945  
Phone: 619-825-3805 Fax: 619-825-3818  
[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)

If you would like to operate a home business, you must first obtain a City Home Occupation Permit, purchase a Business License and be able to meet the following criteria:

1. No employees shall be employed on the premises.
2. All business must be conducted indoors (except for permitted agricultural/horticultural uses).
3. No more than 20% of your home may be used in this business.
4. No storage or display may be visible from the exterior of your dwelling.
5. Your business may not create sounds which may disturb your neighbors.
6. No sounds may be created which can be heard outside the dwelling between 8 PM and 8 AM.
7. You may not generate electrical interference to television or radio reception.
8. You may not display any signs.
9. Generally, all sales must be conducted off of the premises.
10. You may not rent any item to customers (*tbd by CDD*).
11. Mechanical equipment may not exceed 2 horsepower combined capacity.
12. Ceramic kilns are limited to 6 kilowatts or gas fired equivalent.
13. No trucks exceeding a 1 ton rating may be used.
14. Your business may not create an abnormal demand for municipal or utility services.
15. Your business must comply with all applicable codes and ordinances.
16. Your property address may not be used in advertising.
17. Generally, no more than 6 clients a day may visit your home (*tbd by CDD*).
18. Generally, group meetings are prohibited (*tbd by CDD*).
19. Commercial deliveries are limited to 1 per week.
20. No more than 2 clients may visit your home at one time.

**Please detach and keep this page of Home Occupation Regulations.**

More information regarding Home Occupations is located in the Lemon Grove Municipal Code, Chapter 18.20 Home Occupation available at City Hall or on our website:  
[www.lemongrove.ca.gov/Municipal-Code/Chapter18.20](http://www.lemongrove.ca.gov/Municipal-Code/Chapter18.20)



# HOME OCCUPATION PERMIT APPLICATION

Development Services Department / Planning Division  
3232 Main Street, Lemon Grove, CA 91945  
Phone: 619-825-3805 Fax: 619-825-3818  
[www.lemongrove.ca.gov](http://www.lemongrove.ca.gov)

A City of Lemon Grove Business License is required for all Home Occupation Permits. Please fill out the following application, answering all the questions completely and accurately.

NAME OF BUSINESS:	PHONE:
ADDRESS:	FAX:
	EMAIL:
APPLICANT(S) NAME:	
PROPOSED BUSINESS DESCRIPTION:	

ARE YOU THE PROPERTY OWNER AT THIS ADDRESS ☐ YES ☐ NO

If you are not the Property Owner, please have the property owner answer the following questions, including a written statement that the property owner is aware that you propose to conduct a business out of this residence.

PROPERTY OWNER NAME:
PHONE NUMBER:
STATEMENT FROM PROPERTY OWNER:

PROPERTY OWNER SIGNATURE:	DATE:
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I HEREBY AGREE TO ABIDE BY THE REGULATIONS STATED ABOVE.

BUSINESS NAME:
ADDRESS:

APPLICANT'S SIGNATURE:	DATE:
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## TO BE COMPLETED BY PLANNING STAFF

APPLICATION PROCESSING:	
ZONE:	LAND USE:
APN:	
DATE:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
FEES:	RECEIPT #: <input type="checkbox"/> CONDITIONALLY APPROVED (See Below)

COMMENTS and/or CONDITIONS:

**CITY OF LEMON GROVE  
SCHEDULE OF ANNUAL BUSINESS LICENSE FEES**

**FIXED LOCATION IN CITY (IN-CITY)**

Base Fee \$ 15.00  
Employee Charge \$ 2.00 each  
(Maximum Employee Charge =\$100.00)

**APARTMENTS**

Per Unit (Min. fee = \$10) \$ 3.00 each

**NO FIX LOCATION IN CITY (OUT-OF-CITY)**

Wholesalers/Licensed Contractors

Base Fee \$ 15.00  
Employee Charge \$ 2.00 each  
(Maximum Employee Charge =\$100.00)

All Other Services

Base Fee \$ 40.00  
Employee Charge \$ 2.00 each  
(Maximum Employee Charge =\$100.00)

**RETAIL ROUTE DELIVERIES**

Base Fee Per Vehicle \$ 40.00

**AMUSEMENT/MECHANICAL/MUSIC**

Each Machine \$ 25.00

**AUCTION**

\$150.00

**ACTIONEER**

\$ 75.00

**BILLBOARD ADVERTISING**

Base Fee \$ 100.00  
Three (3) or more \$ 10.00 each

**BOWLING ALLEY**

Base Fee \$ 15.00  
Per Lane \$ 10.00

**CIRCUS/CARNIVAL**

\$ 250.00

**COIN OPERATED VENDING MACHINES**

Base Fee \$ 25.00  
Per Machine \$ 2.00

**ICE CREAM CARTS, WAGONS/  
FOOD VENDING VEHICLES**

Per Vehicle \$ 200.00

**PAWNBROKERS**

\$ 100.00

**PEDDLERS, SOLICITORS,  
TRANSIENT MERCHANT**

Fixed Location On Tax Roll \$ 10.00  
No Fixed Location On Tax Roll \$ 15.00

**POOL ROOMS, BILLIARD**

Base Fee \$ 15.00  
Per Table \$ 10.00

**PROFESSION**

Base Fee \$ 25.00  
Employee Charge \$ 2.00 each  
(Maximum Employee Charge =\$100.00)

**REAL ESTATE BROKER**

Base Fee \$ 15.00  
Per Salesman \$ 10.00

**SHOOTING GALLERIES/ARCADE**

Amusement Center \$100.00

**TAXI CABS/VEHICLES FOR HIRE**

In City \$ 50.00  
Outside City \$100.00

**TRAILER PARK**

Base Fee \$ 15.00  
Per Space \$ 2.00 each

OTHER CHARGES

**PROCESSING FEE**

Annual for All Businesses \$ 30.00

**STORM WATER FEE**

Varies - see "Storm Water Fee Schedule"

**FIRE INSPECTION FEE**

Varies - see "Fire Fee Schedule"

**DUPLICATE LICENSE**

\$ 2.00

**BUSINESS NAME CHANGE**

\$ 2.00

**HOME OCCUPATION - GENERAL INFORMATION**

**Description of Proposed Business:**

- a) Describe any product to be manufactured or assembled. \_\_\_\_\_
- b) Describe materials or supplies to be stored in or at your home. \_\_\_\_\_
- c) Describe any service you will provide. \_\_\_\_\_
- d) Describe any machinery or equipment to be used (type, size, number, horsepower.) \_\_\_\_\_
- e) Please give any additional details to fully describe the nature of the proposed business. Attach an additional page if necessary. \_\_\_\_\_
- f) Approximately what percentage of the floor area of your home will be used in the home occupation. \_\_\_\_\_
- g) During what hours of the day will the home occupation be conducted. \_\_\_\_\_
- h) If any vehicles will be used in the conduct of your home occupation, please describe them (number, size, capacity, intended use, etc.) \_\_\_\_\_
- i) If you anticipate commercial deliveries or pick-up of items produced on the premises, please describe the type of commercial carrier and the frequency of deliveries and pick-ups. \_\_\_\_\_

Do all the persons who are employed in the home occupation live in your home?

☐ YES ☐ NO

Will there be any visible evidence that you are conducting a home occupation which can be seen from a public street, sidewalk or adjoining nearby properties?

☐ YES ☐ NO

Will the home occupation generate sounds which can be heard outside the walls of your home?

☐ YES ☐ NO

If the answer to the above question is yes, will such sounds be audible between the hours of 8 PM and 8 AM?

☐ YES ☐ NO

Will equipment used by you have the potential to disrupt or adversely effect radio and television reception in the neighborhood?

☐ YES ☐ NO

Will the home occupation change the appearance of your home and will there be any indication the dwelling is being used for anything other than a residential purpose?

☐ YES ☐ NO

Do you intend to conduct sales or offer some service in your home or within your residential property?

☐ YES ☐ NO

Will you offer any items for rent?

☐ YES ☐ NO

Do you intend to advertise your home occupation?

☐ YES ☐ NO

**IF YOU ANSWERED "YES" TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN IN DETAIL YOUR REASONS FOR YOUR AFFIRMATIVE RESPONSE(S). PLEASE USE AN ADDITIONAL PAGE.**

**I declare under the penalty of perjury that the foregoing information is true and correct.**

Signature of Applicant

Date



**CITY OF LEMON GROVE**  
3232 Main Street Lemon Grove, CA 91945  
Attn: Business License (619) 825-3800  
**BUSINESS LICENSE APPLICATION**

- ☐ New Application  
☐ Change of Business Name  
☐ Change of Owner

<p>Business Name _____</p> <p>Business Location _____ (Not P.O. Box) City _____ State _____ Zip _____</p> <p>Mailing Address _____ (Not P.O. Box) City _____ State _____ Zip _____</p> <p>Business Phone ( ) _____ Business Fax ( ) _____</p> <p>Email Address _____</p>		<p>Enter number of Employees <input style="width: 50px;" type="text"/></p> <p>Enter number of Vehicles <input style="width: 50px;" type="text"/></p> <p>Articles of Incorporation <input type="checkbox"/> YES <input type="checkbox"/> NO Fictitious Name Filed <input type="checkbox"/> YES <input type="checkbox"/> NO Business in Operation <input type="checkbox"/> YES <input type="checkbox"/> NO Preceding Year _____</p> <p><input type="checkbox"/> In-City <input type="checkbox"/> Home Occupation <input type="checkbox"/> Out of City</p>																	
Start Date	Description of Business																		
<p>Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd. Liability Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust</p> <p>State License No. _____ License Type _____ Expiration Date _____</p> <p>Resale No. _____ Federal I.D. No. _____ State I.D. No. _____</p>																			
Enter below names of Owners, Partners, or Corporate Officers – Use additional sheets as necessary.																			
<p>Owner Name _____ Title _____ Phone ( ) _____</p> <p>Home Address _____ Cell ( ) _____</p> <p>City _____ State _____ Zip _____</p> <p>Owner Name _____ Title _____ Phone ( ) _____</p> <p>Home Address _____ Cell ( ) _____</p> <p>City _____ State _____ Zip _____</p>																			
In case of emergency, please contact:																			
<p>Name _____ Title _____ Phone ( ) _____</p> <p>Address _____ Cell ( ) _____</p>																			
Alarm Company (if applicable)																			
<p>Name _____ Phone ( ) _____</p> <p>Address _____ License No. _____</p>																			
<p>I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.</p> <p>_____ Date _____ Signature of Owner or Representative</p>		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">Base Fee</td><td style="width: 40%;">\$</td></tr><tr><td>Employee Fee</td><td>\$</td></tr><tr><td>Per Item Fee</td><td>\$</td></tr><tr><td>Processing Fee</td><td>\$30.00</td></tr><tr><td>Storm Water Fee</td><td>\$</td></tr><tr><td>Fire Fee</td><td>\$</td></tr><tr><td>State CASp Fee</td><td>\$4.00</td></tr><tr><td><b>TOTAL AMOUNT DUE</b></td><td><b>\$</b></td></tr></table>		Base Fee	\$	Employee Fee	\$	Per Item Fee	\$	Processing Fee	\$30.00	Storm Water Fee	\$	Fire Fee	\$	State CASp Fee	\$4.00	<b>TOTAL AMOUNT DUE</b>	<b>\$</b>
Base Fee	\$																		
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Storm Water Fee	\$																		
Fire Fee	\$																		
State CASp Fee	\$4.00																		
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>																		
<b>OFFICIAL USE ONLY</b>		<b>LICENSE REVIEWED &amp; APPROVED BY:</b>																	
<p>Business License No. _____</p> <p>Receipt # _____</p> <p>Date Paid _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MC/VISA</p>		<p>Planning Dept. _____ / _____</p> <p>Code Enforcement _____ / _____</p> <p>Fire Dept. _____ / _____</p> <p>Comments: _____</p>																	
<p>Name as it appears on Credit Card: _____</p> <p>Account # _____</p> <p>Expiration Date: _____</p> <p>Amount Authorized: \$ _____</p> <p>Authorized Signature: _____</p>																			

NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx) - The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) - The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov)

**City of Lemon Grove**  
**Supplement to Business License Application**

NOTE: Failure to answer all questions accurately and completely may result in rejection of this application.

1. Describe products to be sold: (% of retail % of wholesale)

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2. Describe any service you will provide:

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3. Describe any products to be manufactured or assembled:

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4. Describe any machinery or equipment to be used: (type, size horsepower, number)

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5. Describe any materials or supplies to be stored and proposed storage location:

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\_\_\_\_\_  
\_\_\_\_\_

6. If any vehicles will be used in the conduct of your business, describe them (number, size, capacity, intended use, where they will be stored (daytime/nighttime), etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Hours of operation: \_\_\_\_\_  
\_\_\_\_\_

8. Please indicate if hazardous or toxic materials will be present on the business site. ☐Y☐N  
If YES, list all materials present.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Will there be outdoor storage at this location in connection with this business? ☐ Y ☐ N  
If YES, please provide a site plan showing where proposed storage will be located.

10. Please give additional details to fully describe the nature of the proposed business.

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I declare under penalty of perjury that the foregoing information is true and correct.

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Signature of Applicant

Date

## SCHEDULE OF ANNUAL BUSINESS LICENSE FEES

FIXED LOCATION IN CITY (IN-CITY)		BILLBOARD ADVERTISING		PROFESSION		
Base Fee	\$15.00	Base Fee	\$100.00	Base Fee	\$25.00	
Employee Charge	\$2.00/ea	Three (3) or more	\$10.00/ea	Employee Charge	\$2.00/ea	
(Maximum Employee Charge = \$100.00)				(Maximum Employee Charge = \$100.00)		
		BOWLING ALLEY				
APARTMENTS		Base Fee	\$15.00	REAL ESTATE BROKER		
Per Unit (Min. Fee = \$10)	\$3.00/ea	Per Lane	\$10.00	Base Fee	\$15.00	
				Per Salesman	\$10.00	
NO FIX LOCATION IN CITY (OUT-OF-CITY)		CIRCUS/CARNIVAL		\$250.00		
Wholesalers/Licensed Contractors				SHOOTING GALLERIES/ARCADE		
Base Fee	\$15.00	COIN OPERATED VENDING MACHINES		Amusement Center		
Employee Charge	\$2.00/ea	Base Fee	\$25.00	\$100.00		
(Maximum Employee Charge = \$100.00)		Per Machine	\$2.00			
All Other Services		ICE CREAM CARTS, WAGONS/FOOD VENDING		TAXI CABS/VEHICLES FOR HIRE		
Base Fee	\$40.00	VEHICLES		In City	\$50.00	
Employee Charge	\$2.00/ea	Per Vehicle	\$200.00	Outside City	\$100.00	
(Maximum Employee Charge = \$100.00)				TRAILER PARK		
RETAIL ROUTE DELIVERIES		PAWNBROKERS		Base Fee	\$15.00	
Base Fee Per Vehicle	\$40.00			Per Space	\$2.00/ea	
		PEDDLERS, SOCLITIORS, TRANSIENT MERCHANT				
AMUSEMENT/MECHANICAL/MUSIC		Fixed Location On Tax Roll	\$10.00	OTHER CHARGES	PROCESSING FEE	
Each Machine	\$25.00	No Fixed Location On Tax Roll	\$15.00		Annual for All Businesses	\$30.00
					STORM WATER FEE	
AUCTION		POOL ROOMS, BILLIARD			Varies – see “Storm Water Fee Schedule”	
AUCTIONEER	\$75.00	Base Fee	\$15.00		FIRE INSPECTION FEE	
		Per Table	\$10.00		Varies – see “Fire Fee Schedule”	
					DUPPLICATE LICENSE	\$2.00
					BUSINESS NAME	\$2.00



