



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

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



HOME OCCUPATION PERMIT APPLICATION

Development Services Department / Planning Division
3232 Main Street, Lemon Grove, CA 91945
Phone: 619-825-3805 Fax: 619-825-3818
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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:

I HEREBY AGREE TO ABIDE BY THE REGULATIONS STATED ABOVE.

BUSINESS NAME:

ADDRESS:

APPLICANT'S SIGNATURE: DATE:

TO BE COMPLETED BY PLANNING STAFF

APPLICATION PROCESSING:

ZONE: LAND USE:

APN:

DATE: ☐ APPROVED ☐ DISAPPROVED

FEES: RECEIPT #: ☐ CONDITIONALLY APPROVED (See Below)

COMMENTS and/or CONDITIONS:

CITY OF LEMON GROVE

3232 Main Street - Lemon Grove, CA 91945
Attn: Business License - (619) 825-3800



HOME OCCUPATION BUSINESS LICENSE APPLICATION

Business Name _____

Business Address _____

Mailing Address
(if Different) _____

Bus. Phone () _____

E-Mail Address _____

Number of Employees on site

Number of Vehicles on site

Articles of Incorporation ☐ YES ☐ NO

Fictitious Name Filed ☐ YES ☐ NO

Business in Operation Preceding year ☐ YES ☐ NO

Start Date	Description of Business
Ownership ☐ Corporation ☐ Ltd Liability Corp ☐ Partnership ☐ Sole Proprietor ☐ Trust	
State Lic. No. _____	License Type _____ Expiration Date _____
Resale No. _____	Federal I. D. No. _____ State I. D. No. _____
Enter below name of Owner, Partner, or Corporate Officer - Use additional sheet if necessary	
Owner Name _____	Title _____ Phone () _____
Home Address _____	Cell Phone () _____
Alarm Company (if applicable)	
Name _____	Phone No. () _____
Address _____	License No. _____

I declare under penalty of perjury that to the best of my knowledge and belief the statements made herein are true and correct.

Date: _____ Signature of Owner or Representative: _____

CREDIT CARD INFORMATION

Name as it appears on Credit Card: _____

Account # _____

Expiration Date: _____ **Amount Authorized: \$** _____

LICENSE REVIEWED & APPROVED BY:

Planning Dept. _____

Code Enforcement _____

Fire Dept. _____

COMMENTS: _____

Base Fee	\$
Employee Fee	\$
Per Item Fee	\$
Processing Fee	\$ 30.00
Storm Water Fee	\$
Fire Fee	\$
State CASp Fee	\$ 4.00
TOTAL AMOUNT DUE	\$

NOTICE: Disability access information available at www.dgs.ca.gov/dsa/Home.aspx and www.rehab.cahwnet.gov and www.ccda.ca.gov.

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

All Other Services
Base Fee \$ 40.00
Employee Charge \$ 2.00 each

RETAIL ROUTE DELIVERIES
Base Fee Per Vehicle \$ 40.00

AMUSEMENT/MECHANICAL/MUSIC
Each Machine \$ 25.00

AUCTION
Auction \$ 150.00
Auctioneer \$ 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, BILLARD
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

***CREDIT CARD FEE OF 3.75% WILL BE APPLIED TO TOTAL AMOUNT**



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A City of Lemon Grove Business License is required for all Home Occupations. Please fill out the following application, answering all the questions completely and accurately. If applicant or property owner is a trust, partnership, or corporation, please attach recorded documents tying the entity to the signatory.

NAME OF BUSINESS:	PHONE:
ADDRESS:	FAX:
	EMAIL:
APPLICANT(S) NAME:	
PROPOSED BUSINESS DESCRIPTION:	
PRODUCTS TO BE MANUFACTURED OR ASSEMBLED ON-SITE:	
BUSINESS MATERIALS OR SUPPLIES TO BE STORED:	
PRODUCTS TO BE SOLD (% RETAIL/% WHOLESALE) AND SERVICES TO BE PROVIDED:	
VEHICLES, MACHINERY, OR EQUIPMENT TO BE USED (TYPE, SIZE, NUMBER, CAPACITY, INTENDED USE HORSEPOWER):	
PERCENTAGE OF THE LIVING AREA UTILIZED FOR THE BUSINESS:	
DAYS AND HOURS OF OPERATION:	
ANTICIPATED DELIVERIES (CARRIER, FREQUENCY, ITEMS TO BE DELIVERED):	
WILL HAZARDOUS OR TOXIC MATERIALS BE PRESENT ON THE SITE? IF YES, DESCRIBE THEM:	
ARE YOU THE PROPERTY OWNER(S) AT THIS ADDRESS? ☐ YES ☐ NO	
I/WE ARE AWARE OF THE PROPOSED BUSINESS TO BE LOCATED ON OUR PROPERTY AND APPROVE OF THIS APPLICATION BEING FILED AND THE PROPOSED BUSINESS ACTIVITIES. I/WE DECLARE UNDER PENALTY OF PERJURY THAT, TO THE BEST OF OUR KNOWLEDGE, THE FOREGOING INFORMATION IS TRUE AND CORRECT.	
PROPERTY OWNER(S) NAME(S):	
MAILING ADDRESS:	
PHONE:	EMAIL:
PROPERTY OWNER SIGNATURE:	DATE:
PROPERTY OWNER SIGNATURE:	DATE:

A Home Occupation is an accessory use to a residential dwelling and is not detrimental to the residential character of the neighborhood by virtue of traffic flow, noise, odor or other adverse conditions. A City Home Occupation Permit and agreement to the following criteria is required in order to operate a Home Occupation.

Regulations (Chapter 18.20 of the Lemon Grove Municipal Code)

1. No employees shall be employed on the premises.
2. All home occupation activities shall be conducted entirely within the residential structures, except for permitted agricultural or horticultural uses.
3. Home occupations may not utilize an area greater than twenty percent of living area. Garage and other accessory buildings may be utilized for the home occupation provided minimum parking standards are maintained.
4. Storage of inventory or supplies shall not occupy more than one-half of the business area.
5. No storage of materials or display of any kind shall be visible from the exterior of the property.
6. Home occupations shall not generate noise or sounds which exceed the noise level limits nor create any sounds which disturb the peace, quiet and comfort of neighboring residents or persons of normal sensitivity residing in the area.
7. Home occupations utilizing mechanical or other sound-producing equipment which can be heard outside the boundaries of the premises shall not be conducted between the hours of 8 p.m. and 8 a.m.
8. Mechanical equipment utilized in the conduct of the home occupation shall not exceed two horsepower combined capacity in operation at any one time.
9. Home occupations shall not cause electrical interference which disrupts or otherwise adversely affects radio and television reception within the neighborhood.
10. No signs shall be used to identify or advertise home occupations.
11. No equipment rental of any kind shall be permitted as a home occupation.
12. Ceramic kilns shall not exceed six kilowatts or gas fired equivalent.
13. No trucks or other vehicles exceeding one ton manufacturer's rated capacity shall be used in connection with a home occupation.
14. Home occupations shall not create a need or demand for municipal or utility services or community facilities in excess of those customarily provided for residential uses.
15. All aspects of home occupation shall comply with all applicable codes and ordinances including, but not limited to, the Uniform Building Code, the Uniform Housing Code, and the Uniform Fire Code.
16. Property addresses, other than post office box numbers, shall not be used in any advertising, i.e., telephone directory, newspaper advertisements, bulletin boards, signs on vehicles and all other methods of advertising. Business cards and telephone white page listing are excepted.
17. Sales and service activities on-site shall be restricted to no more than six clients per day (six persons total). Music, art, and academic instruction shall be restricted to no more than 12 clients per day (12 persons total). No more than an average of two clients shall be permitted on the premises at any one time.
18. Deliveries associated with the business shall be limited to an average of one per week.
19. The Home Occupation shall represent itself as a residential use and shall not be detrimental to the residential character of the neighborhood by virtue of traffic flow, noise, odor, or other adverse conditions.

I HEREBY AGREE TO ABIDE BY THE REGULATIONS STATED ABOVE. I DECLARE UNDER PANALTY OF PERJURY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT AND UNDERSTAND THAT ANY FALSE INFOMRATION IS GROUND FOR DENIAL TO ISSUE OR REVOCATION.

APPLICANT'S NAME:

APPLICANT'S SIGNATURE:

DATE:

TO BE COMPLETED BY PLANNING STAFF

ZONE:

LAND USE:

APN:

DATE:

☐ APPROVED

☐ DISAPPROVED

FEES:

RECEIPT #:

☐ CONDITIONALLY APPROVED (See Below)

COMMENTS and/or CONDITIONS:

SUPPLEMENT TO BUSINESS LICENSE APPLICATION

Complete all applicable questions. Attach additional sheets if needed.

IMPORTANT: Incomplete or inaccurate responses may result in rejection of this application.

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

2. Describe any service you will provide:

3. Describe any products to be manufactured or assembled:

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

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

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

7. Hours of operation:

8. Will hazardous or toxic materials be present at the business site?

☐ Yes ☐ No

If yes, list all materials present:

9. On the graph paper provided, draw to scale a proposed floor plan of the business. Indicate all uses (e.g., storage, manufacturing, retail).

10. Provide any additional details needed to fully describe the nature of the proposed business.

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

Signature of Applicant

Date

I/We are aware of the proposed business to be located on our property and approve of this application being filed. I/We declare under penalty of perjury that the foregoing information is true and correct and understand that any false information is grounds for denial to issue or revocation if discovered after issuance. If signing as an Authorized Agent, please provide proof of authorization.

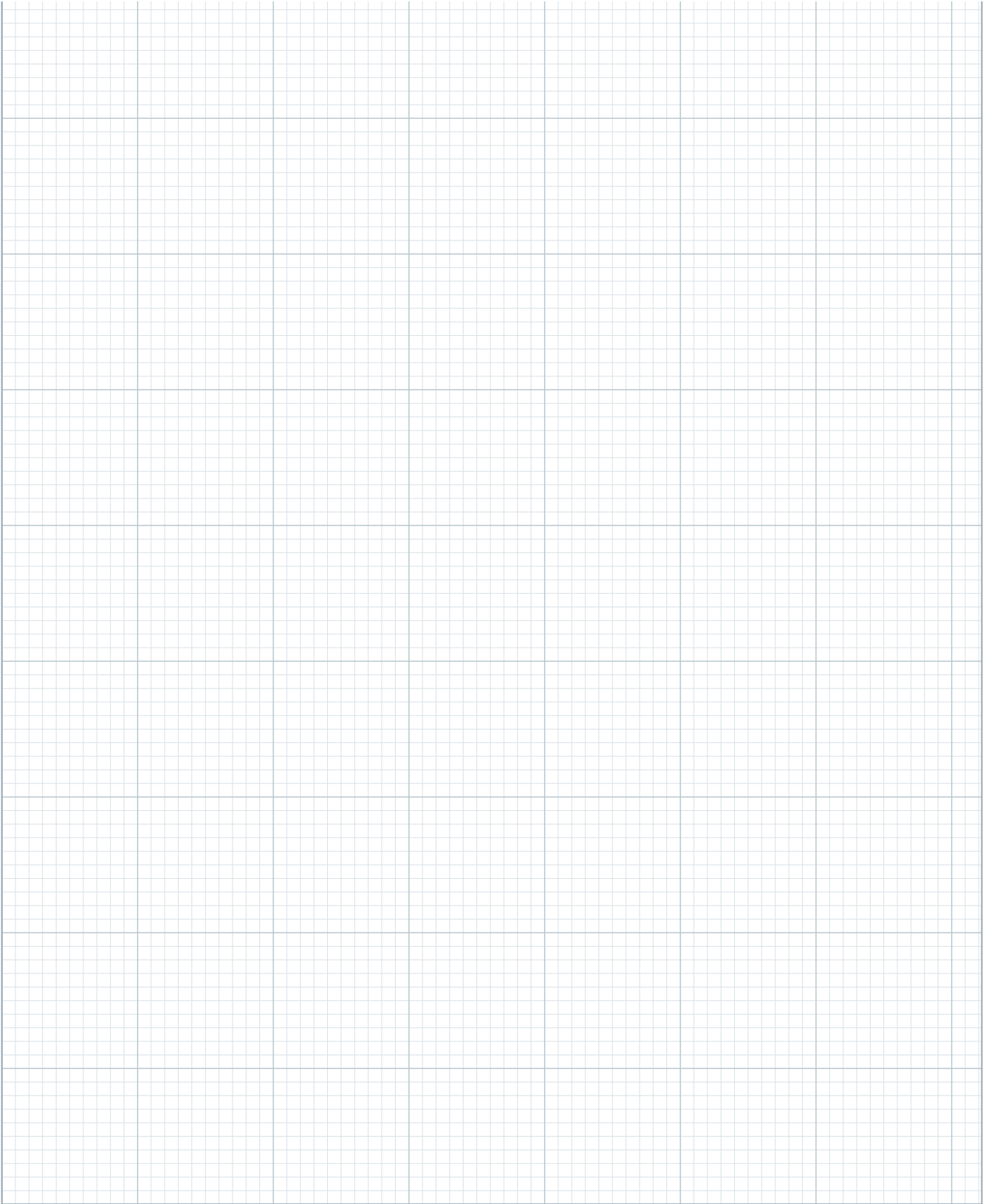
Signature of Property Owner or Authorized Agent*

Date

Print Name of Property Owner or Authorized Agent

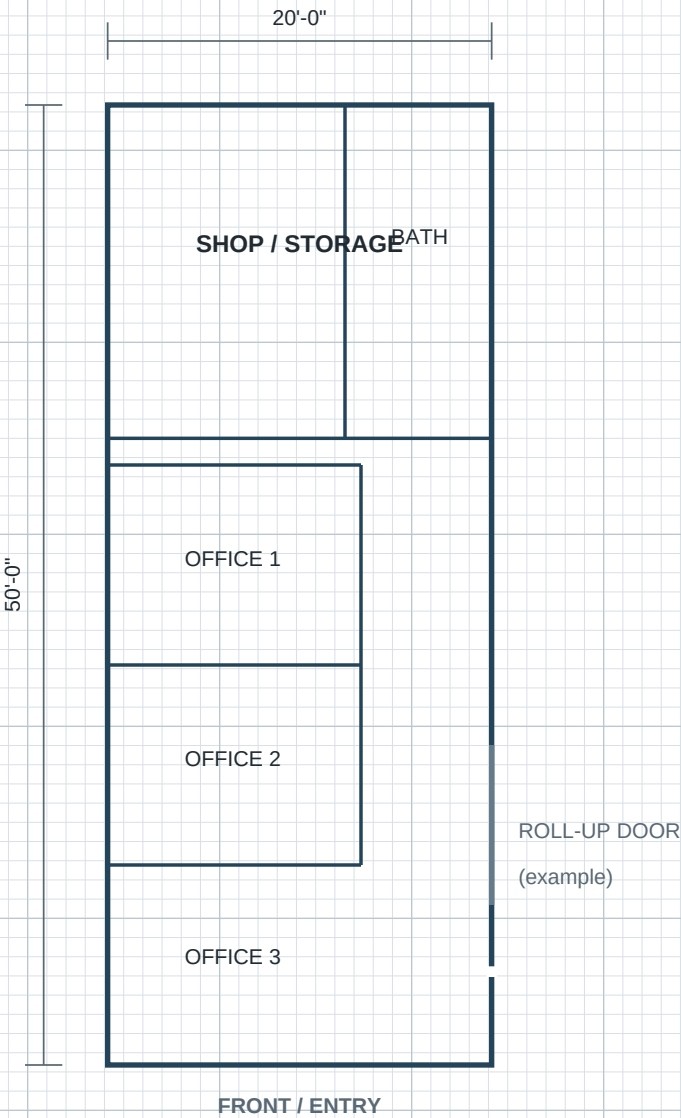
Date

GRAPH PAPER



GRID: 10 small squares per inch | SUGGESTED SCALE: 1 square = 1 inch (1:1)

SAMPLE FLOOR PLAN



GRID: 10 small squares per inch | SCALE SHOWN FOR ILLUSTRATION