



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
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:

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

BUSINESS LICENSE APPLICATION

☐ New Application

☐ Change of Business Name

Business Name _____

Business Location _____
(Not P.O. Box)

City _____ State _____ Zip _____

Mailing Address _____
(if Different)

City _____ State _____ Zip _____

Bus. Phone () _____ Bus. Fax () _____

E-Mail Address _____

Enter number
of Employees

Enter number
of Vehicles

Articles of Incorporation

☐ YES ☐ NO

Fictitious Name Filed

☐ YES ☐ NO

Business In Operation
Preceding year

☐ YES ☐ NO

☐ In-City

☐ Out of City

☐ Home Occupation

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 names of Owners, Partners, or Corporate Officers - Use additional sheets as necessary

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

Owner Name _____ Title _____ Phone () _____

Home Address _____ Cell Phone () _____

City _____ State _____ Zip _____

In case of emergency, please contact:

Name _____ Title _____ Phone () _____

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: _____

OFFICIAL USE ONLY

License Reviewed & Approved By:

Business License No. _____ Planning Dept. _____ /

Receipt # _____ Code Enforcement _____ /

Date Paid _____ Fire Dept. _____ /

☐ Cash ☐ Check ☐ MC / VISA

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	\$

Name as it appears on Credit Card: _____

Account # _____

Expiration Date: _____

Amount Authorized: \$ _____

Authorized Signature: _____

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 - The Department of Rehabilitation at www.rehab.ca.gov/net.gov - The California Commission on Disability Access at www.cdda.ca.gov.



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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:



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

Business Name _____		Enter number of Employees _____	Enter number of Vehicles _____
Business Location (Not P.O. Box) City _____ State _____ Zip _____		Articles of Incorporation <input type="checkbox"/> YES <input type="checkbox"/> NO	Fictitious Name Filed <input type="checkbox"/> YES <input type="checkbox"/> NO
Mailing Address (if Different) City _____ State _____ Zip _____		Business In Operation Preceding year <input type="checkbox"/> YES <input type="checkbox"/> NO	
Bus. Phone (_____ Bus. Fax (_____)		<input type="checkbox"/> In-City <input type="checkbox"/> Out of City <input type="checkbox"/> Home Occupation	
E-Mail Address _____			
Start Date _____	Description of Business _____		
Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Ltd Liability Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust			
State Lic. No. _____		License Type _____	
Resale No. _____		Expiration Date _____	
		State I. D. No. _____	
Enter below names of Owners, Partners, or Corporate Officers - Use additional sheets as necessary			
Owner Name _____		Title _____	
Home Address _____		Phone (_____)	
City _____ State _____ Zip _____		Cell Phone (_____)	
Owner Name _____		Title _____	
Home Address _____		Phone (_____)	
City _____ State _____ Zip _____		Cell Phone (_____)	
In case of emergency, please contact:			
Name _____		Title _____	
Address _____		Phone (_____)	
		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: _____	
OFFICIAL USE ONLY		License Reviewed & Approved By:	
Business License No. _____	Planning Dept. _____ /	Base Fee	\$ _____
Receipt # _____	Code Enforcement _____ /	Employee Fee	\$ _____
Date Paid _____	Fire Dept. _____ /	Per Item Fee	\$ _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> MC / VISA	COMMENTS: _____	Processing Fee	\$ 30.00
		Storm Water Fee	\$ _____
		Fire Fee	\$ _____
		State CASp Fee	\$ 4.00
		TOTAL AMOUNT DUE	\$ _____
Name as it appears on Credit Card: _____		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 - The Department of Rehabilitation at www.rehab.ca.gov/net.gov - The California Commission on Disability Access at www.cdda.ca.gov .	
Account # _____			
Expiration Date: _____			
Amount Authorized: \$ _____			
Authorized Signature: _____			

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)

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 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. On graph paper provided, draw to scale a proposed floor plan of the proposed business. Please indicate all uses (i.e. storage, manufacturing, retail, etc.).

10. Please give additional details 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 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 you are signing as Authorized Agent please provide proof of authorization.**

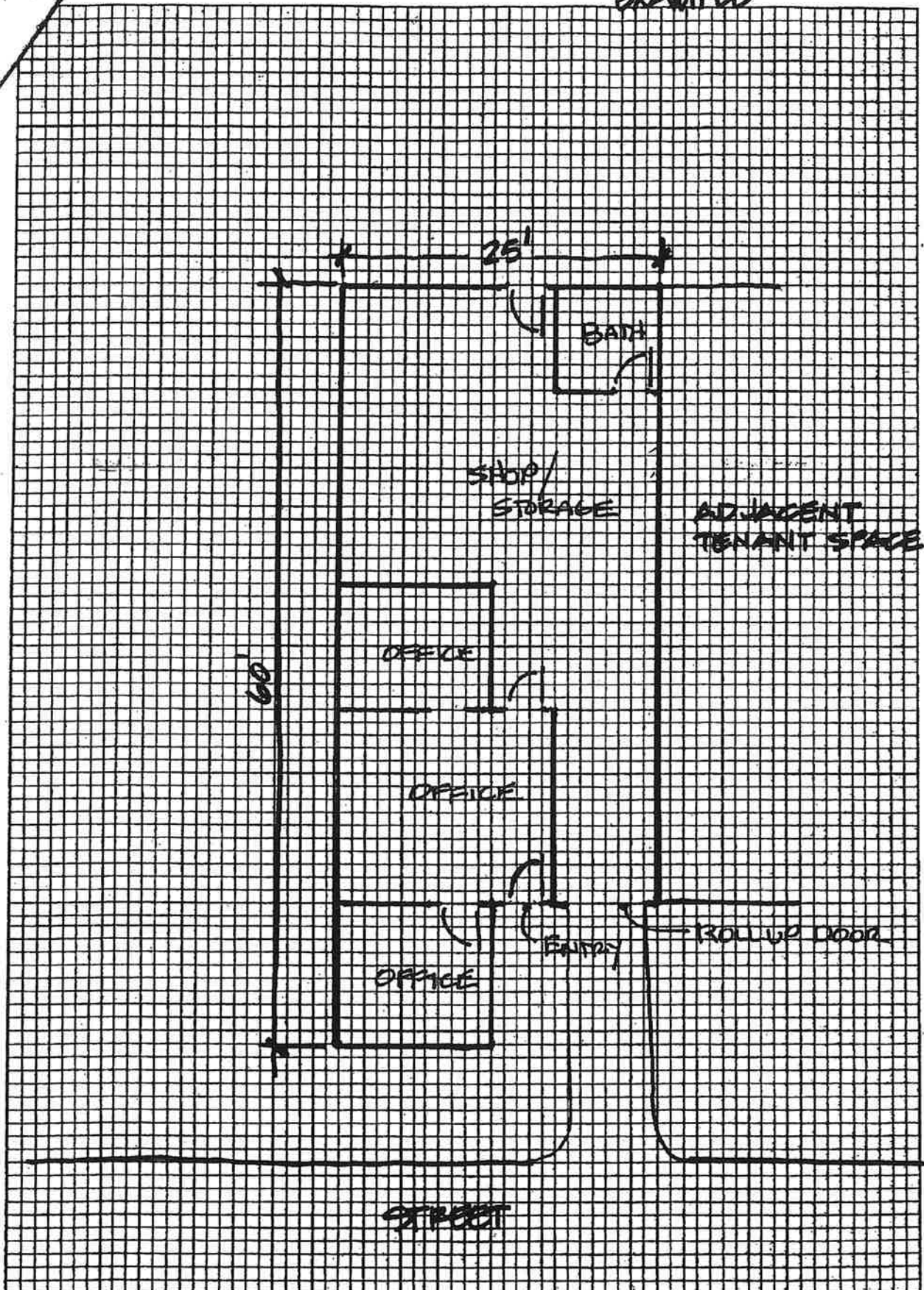
Signature of Property Owner or Authorized Agent ***

Date

Print Name of Property Owner or Authorized Agent

Date

EXAMPLE



Proposed Floor Plan: Draw to scale. List uses (sales area, storage, etc.)

