



CITY OF SOUTH PASADENA

1414 Mission Street
South Pasadena, California 91030
(626) 403-7257

BUSINESS LICENSE APPLICATION

Please Check One

- New Application
- Change of Owner
- Change of Address
- Change of Business Name
- Home Occupation

PLEASE TYPE OR PRINT CLEARLY, USING INK. ALL SECTIONS MUST BE COMPLETED **OFFICIAL USE ONLY**

Business Name _____ Corporate Name <small>(if applicable)</small> _____ Business Location _____ <small>(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)</small> Mailing Address _____ _____ Phone No. _____ Fax No. _____ Description of Business _____ Please Check Appropriate Box For Your Type Of Business: <table style="display: inline-table; vertical-align: top; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Retail / Wholesale</td> <td><input type="checkbox"/> Gardener</td> <td><input type="checkbox"/> Service</td> <td><input type="checkbox"/> Manufacturing</td> <td><input type="checkbox"/> Home Business</td> <td><input type="checkbox"/> Bus. By Vehicles</td> <td><input type="checkbox"/> Professional</td> </tr> <tr> <td><input type="checkbox"/> Contractor</td> <td><input type="checkbox"/> Admin. Office</td> <td><input type="checkbox"/> Residential Prop. Rentals</td> <td><input type="checkbox"/> Commercial Property Rentals</td> <td></td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Retail / Wholesale	<input type="checkbox"/> Gardener	<input type="checkbox"/> Service	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Home Business	<input type="checkbox"/> Bus. By Vehicles	<input type="checkbox"/> Professional	<input type="checkbox"/> Contractor	<input type="checkbox"/> Admin. Office	<input type="checkbox"/> Residential Prop. Rentals	<input type="checkbox"/> Commercial Property Rentals				Business License No. _____ Bus. Start Date _____ Resale No. _____ Federal ID No. _____ State ID No. _____ State Lic. No. _____ State Lic. Type _____ Expire Date _____ Email Address _____ Ownership <table style="display: inline-table; vertical-align: top; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Partnership</td> </tr> <tr> <td><input type="checkbox"/> Corp-Ltd Liability</td> <td><input type="checkbox"/> Trust</td> </tr> <tr> <td><input type="checkbox"/> Sole Proprietor</td> <td></td> </tr> </table>	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corp-Ltd Liability	<input type="checkbox"/> Trust	<input type="checkbox"/> Sole Proprietor	
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Enter below names of Owners, Partners, or Corporate Officers (attach additional sheet, if necessary)

1st Owner Name _____ Title _____ Home Address <small>(Cannot be P.O. Box)</small> _____ _____ 2nd Owner Name _____ Title _____ Home Address <small>(Cannot be P.O. Box)</small> _____ _____	Phone No. _____ Cell / Pager No. _____ Driver Lic. No. _____ Soc. Sec. No. _____ Phone No. _____ Cell / Pager No. _____ Driver Lic. No. _____ Soc. Sec. No. _____
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In case of emergency, please contact (attach additional sheet, if necessary)

Contact Name _____ Address _____ Property Manager _____ Address _____	Phone No. _____ Cell/Pager No. _____ Phone No. _____ Cell/Pager No. _____
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FOR OFFICE USE ONLY

Date Paid <input type="text"/> Certificate # <input type="text"/> Expiration Date <input type="text"/> SIC <input type="text"/>	Tax Rate Code <input type="text"/> Receipt / Trans. # <input type="text"/> Occupancy Permit # <input type="text"/> BCC <input type="text"/>	No. of Professional Employees <input type="text"/> No. of Vehicles <input type="text"/> No. of Units <input type="text"/> No. of Employees <input type="text"/> Liquor License <input type="checkbox"/> Yes <input type="checkbox"/> No	License Fee \$ <input type="text"/> Employee Fee \$ <input type="text"/> Unit Fee \$ <input type="text"/> Vehicle Fee \$ <input type="text"/> Water/BackFlow \$ <input type="text"/> B. I. T. \$ <input type="text"/> Application Fee \$ <input type="text"/> C.O.O. \$ <input type="text"/> Zone \$ <input type="text"/> Total Amount Due \$ <input type="text"/>
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REASON FOR DENIAL: _____

PENALTY OF 5% PER MONTH OF ANNUAL FEE (SECTION 18.9) SPMC

I DECLARE UNDER PENALTY OF PERJURY THAT THIS APPLICATION HAS BEEN EXAMINED BY ME, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE STATEMENT OF FACTS.

Signature of Owner or Representative: _____ Print Name: _____ Date: _____
RETURN APPLICATION TO ABOVE ADDRESS AND MAKE CHECK PAYABLE TO CITY OF SOUTH PASADENA



Zone Clearance Form
 City of South Pasadena
 Planning and Building Department
 1414 Mission Street, South Pasadena 91030

Zone Clearance No. _____ <i>For Office Use Only</i>
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HOME OCCUPATION PERMIT (Application Fee: \$10)

Home business activities are appropriate when conducted by the occupants of a dwelling in a manner accessory to and compatible with the residential characteristics of the surrounding neighborhood. Allowable home occupations shall be limited to activities listed on the second page of this form. A home business shall be clearly secondary to the full-time use of the property as a residence, shall not alter the appearance of the dwelling, and shall not generate pedestrian or vehicular traffic beyond what is typically experienced in a residential neighborhood.

All applicants requiring a Home Occupation Permit must apply for a zone clearance. The zone clearance allows the City to review your business description and to check for compliance with the Municipal Code, any previous permits, and active covenants. Please complete the front portion of this form and attach it to the business license application. Please contact a City Planner if you have any questions regarding this form at (626) 403-7220.

Business/Company Name: _____

Site Address: _____

Business Owner's Name: _____

Address

Phone Number

E-Mail

Property Owner/Landlord/Property Manager's Name: _____
(If Different than Business Owner's Name)

Address

Phone Number

E-Mail

Please read the second page of this form (Section 36.410.030 Home Occupation Permits), as there are a number of restrictions on home businesses. Please note that home business activities shall occur entirely within a dwelling or other enclosed structure. Your garage cannot be used for such activities unless it can be shown that the required parking (a 2-car garage/carport) is available for your home. On the lines below, please provide a detailed description of your business. Include the location of your business operations within the home.

I HEREBY CERTIFY, under penalty of perjury, that I read and understand the City's restrictions on Home Businesses (Zoning Code Section 36.410.030 Home Occupation Permits).

Business Owner's Signature: _____ **Date:** _____

For Staff Input Only

Business Name: _____

Business Address: _____

Zone Clearance No.: _____

Check the Zoning that applies to the property:

- Residential Estate (R-E) Zone
- Residential Single-Family (R-S) Zone
- Residential Medium Density (R-M) Zone
- Residential High Density (R-H) Zone
- Altos De Monterey (A-M) Zone
- Mission Street Specific Plan (MSSP)
- Other _____

Clearance from Existing Planning, Building, and Code Enforcement Files:

Review planning files for previous discretionary approvals (i.e. CUP's, AUP's, etc.), note below any applicable conditions and required building permits and open code enforcement case:

Yes No (Remarks below)

Approved

Conditions of approval

- Approved use only: _____
- No signs permitted
- Employees, if any, restricted to full-time residents of _____ only
- Abide by all requirements of SPMC 36.410.030 (Home Occupation Permits)
- No retail sales permitted from the home
- Note restrictions on use/storage of hazardous materials and on off-site impacts
- Garage must remain available for vehicle storage
- No more than six additional vehicle trips to the dwelling per day are permitted
- Other _____

Denied

Date: _____

Planner Signature: _____

South Pasadena California Municipal Code

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? Search

36.410.030 Home Occupation Permits.

- A. Purpose. The requirements of this Section provide for the conduct of home occupations which are deemed incidental to, and compatible with surrounding residential uses.
- B. Applicability. The home occupations identified in Subsection B.1 are allowed; those identified in Subsection B.2 are prohibited.
1. Allowed home occupations. The following are deemed appropriate business activities when conducted by the occupants of a dwelling (non-resident employees may be allowed in compliance with Section 36.410.030.C.9) in a manner accessory to and compatible with the residential characteristics of the surrounding neighborhood. Allowable home occupations shall be limited to the following activities:
- Art, music, and similar fine-art related lessons, and academic tutoring, which do not generate more than six additional vehicle trips to the dwelling each day;
 - Art and craft work (ceramics, painting, photography, sculpture, etc.);
 - Office/information uses that involve the use of a computer, telephone, and other electronic equipment;
 - Sewing (e.g., dressmaking, millinery) and small handcrafts;
 - Other uses the Director deems to be of the same general character as those listed above, and not detrimental to the applicable residential zoning district and surrounding neighborhood.
2. Prohibited home occupations. The following list presents example commercial uses that are not incidental to or compatible with residential activities, are suitable only in nonresidential zoning districts, and are therefore prohibited:
- Adult business activities or businesses;
 - Barber or beauty shop;
 - Businesses that involving the breeding, grooming, harboring, raising, or training of dogs, cats, or other animals on the premises;
 - Carpentry and cabinet making (does not prohibit a normal wood-working hobby operation);
 - Dance club or night club;
 - Fortune telling (psychic);
 - Manufacturing and/or assembly;
 - Massage parlor;
 - Medical and dental offices, clinics, and laboratories;
 - Personal self-storage (mini-storage);
 - Plant nursery;
 - Retail sales (e.g., stock on hand and customers coming to the home are NOT allowed);
 - Vehicle repair (body or mechanical), upholstery, automobile detailing (e.g., washing, waxing, etc.) and painting. (This does not prohibit "mobile" minor repair or detailing at the customer's location);
 - Welding and machining; and
 - Other similar uses determined by the Director not to be incidental to or compatible with residential activities.
- C. Operating standards. Home occupations are an accessory use to the primary residential use of the site, and shall comply with all of the following operating standards.
1. Accessory use. The home occupation shall be clearly secondary to the full-time use of the property as a residence, shall not alter the appearance of the dwelling, and shall not generate pedestrian or vehicular traffic beyond what is typically experienced in a residential neighborhood, except for the activities identified in

Subsection B.1.a, above.

2. Location of **home occupation** activities. All **home occupation** activities shall occur entirely within a dwelling or other enclosed structure. The garage shall not be used for **home occupation** activities unless it can be demonstrated that the required parking is available for the residential use of the site.

3. Visibility. The use shall not require any modification not customarily found in a dwelling, nor shall the **home occupation** activity or storage of materials be visible from the adjoining public right-of-way, or from neighboring residential properties.

4. Display or sales. Outdoor display, visible from the adjoining public rights-of-way or neighboring residential properties, indoor or outdoor sales, or storage of construction materials (except for use for on-site construction subject to a valid Building Permit) shall not be allowed on the premises.

5. Advertising. Advertising signs on or off the site shall not be allowed.

6. Parking. The use shall not impact the on-street parking in the neighborhood.

7. Safety, occupancy classification. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of flammable, explosive, or hazardous materials unless specifically approved by the South Pasadena Fire Department.

8. Off-site effects. No **home occupation** activity shall create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances, nor any other negative effect that may be felt, heard, or otherwise sensed on adjoining parcels, as determined by the Director.

9. Employees. A **home occupation** shall have no employees working on or visiting the site of the **home occupation** other than full-time residents of the dwelling.

10. Deliveries. The frequency of deliveries shall not exceed that normally and reasonably occurring for a residence, including the types of vehicles.

11. Motor vehicles. There shall be no motor vehicles used or kept on the premises, except residents' passenger vehicles, or a up to a one-ton pickup truck or commercial vehicle.

12. Equipment. The use of power equipment not normally associated with a residence shall not be allowed as part of a **home occupation**, nor shall any other mechanical equipment be allowed, except where determined by the Director to be substantially similar to that used for normal household or hobby purposes.

13. Utility services modifications. The **home occupation** use shall not have utility services modifications, other than those required for normal residential use, that would be classed as commercial or industrial in load or design.

D. Application filing and processing. The application shall be filed with the Department in compliance with Division 36.400 (Application Filing and Processing). A **Home Occupation** Permit may be issued by the Director.

E. Review authority. The Director may only issue a **Home Occupation** Permit that would be operated in full compliance with Section 36.410.030.C (Operating standards), above.

F. Conditions of approval. In issuing a **Home Occupation** Permit, the Director may impose conditions deemed reasonable and necessary to preserve the public health, safety, and general welfare.

(Ord. No. 2108 § 1 (part).)