

South Pasadena Municipal Code Section 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:

- a. 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;
- b. Art and craft work (ceramics, painting, photography, sculpture, etc.);
- c. Office/information uses that involve the use of a computer, telephone, and other electronic equipment;
- d. Sewing (e.g., dressmaking, millinery) and small handcrafts;
- e. 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:

- a. Adult business activities or businesses;
- b. Barber or beauty shop;
- c. Businesses that involving the breeding, grooming, harboring, raising, or training of dogs, cats, or other animals on the premises;
- d. Carpentry and cabinet making (does not prohibit a normal wood-working hobby operation);
- e. Dance club or night club;
- f. Fortune telling (psychic);
- g. Manufacturing and/or assembly;
- h. Massage parlor;
- i. Medical and dental offices, clinics, and laboratories;
- j. Personal self-storage (mini-storage);
- k. Plant nursery;
- l. Retail sales (e.g., stock on hand and customers coming to the home are NOT allowed);
- m. 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);
- n. Welding and machining; and
- o. 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).)



Zone Clearance Form

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

Zone Clearance No. _____
For Office Use Only

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.

By clicking submit
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:** _____