



City of Santa Clarita
Community Development
Planning Division
23920 Valencia Boulevard, Suite 140
Santa Clarita, CA 91355

Official Use Only

HOP # _____

Home Occupation Permit

A. PROPERTY AND APPLICANT INFORMATION

Property Address: _____

Assessor's Parcel Number (APN): _____ Zoning: _____

Applicant Information

Applicant: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

B. PROPERTY OWNER(S) STATEMENT (all Property Owners sign below)

I declare that I/we are the owner(s) of the property described herein and hereby give authorization for the filing of this application. I/we do, by my/our signature(s) on this agreement, absolve the City of Santa Clarita of all liabilities regarding any deed restrictions that may be applicable to the property described herein. I/we hereby grant the City admittance to the subject property as necessary for processing of the project application. I/we declare under penalty of perjury that the foregoing statements and answers herein contained, and the information herewith submitted, are in all respect true and correct to the best of my knowledge and belief.

Property Owner Information

Name(s): _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____ Email: _____

Property Owner Signature

Date

Property Owner Signature

Date

C. APPLICABILITY

As stated in Chapter 17.65 of the Unified Development Code, the following is a list of uses subject to the approval of a Home Occupation Permit within the City:

- a. Telecommuting.
- b. Business and professional offices, excluding medical, dental, and similar uses that involve regular patient visits to the site; provided, that no retail sales transactions are made on the premises and that no employees, customers, or clients visit the site except as specifically allowed by this section. Typical examples of such general business office activities include research, report writing, bookkeeping, sending and receiving of mail, telephone calls, electronic facsimile communications and electronic communications by computer.
- c. Instruction in academia, music, voice, art, dance, or other similar activities with no more than five (5) pupils receiving instruction at any given time and no more than two (two) vehicles incidental to the home instruction.
- d. Activities associated with the work of artists, sculptors, authors and composers.
- e. Activities associated with the work of dressmakers, seamstresses, and tailors.
- f. Home crafts, such as model making, rug weaving, quilting and needlework, and wood working, limited to the uses of tools and equipment commonly available for personal residential use.
- g. Home-based direct sales distributions businesses in which sales, merchandise distribution, and product demonstrations are conducted either off site or by telephone, mail, or other electronic communication.
- h. Other uses as determined by the Director. (Ord. 13-8 §4 (Exhs. A, E), 6/11/13; Ord. 15-11 §5 (Exh. A), 12/8/15).

D. PROJECT DESCRIPTION AND JUSTIFICATION STATEMENT

Describe the type of business and the work to be done on the premises. Use additional pages if necessary.

E. PROHIBITED USES

The following businesses shall not be operated out of a home and shall not be permitted by Home Occupation Permits: alcohol sales, food preparation (not including home-based cottage food operations), firearm and ammunition sales and services, on-site massage therapists, hairdressers, retail sales, vehicle storage, vehicle sales and vehicle repair, vehicle dispatch (taxis, towing, etc.), furniture or cabinet making, commercial kennels, commercial stables, breeding facilities, forensic testing, and the sale, cultivation, manufacturing, testing, and delivery of cannabis or products containing cannabis (Ord. 13-8 §4 (Exh. A), 6/11/13; Ord. 15-11 §5 (Exh. A), 12/8/15).

F. CONDITIONS OF APPROVAL

- a. There shall be no more than one (1) home occupation permitted for each dwelling unit.
- b. There shall be no exterior storage of materials in the conduct of a home occupation.
- c. A home occupation shall be conducted entirely within a dwelling. Materials and goods incidental to the home occupation shall not be stored, and no permanent work area, work bench or structure shall be built, within either of the required ten (10) foot by twenty (20) foot garage parking area.
- d. No exterior alteration of the dwellings shall be made which would change the residential character of the home to accommodate the home occupation.
- e. Electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or causes fluctuations in line voltage outside the dwelling unit shall be prohibited.
- f. Only the residents of the dwelling unit may be engaged in the home occupation.
- g. There shall be no sale of goods on the premises.
- h. The establishment and conduct of a home occupation shall not change the principal character or use of the dwelling unit involved.
- i. No signs shall be permitted for home-based businesses.
- j. The required residential off-street parking shall be maintained.
- k. A home occupation shall not create vehicular or pedestrian traffic in excess of that which is normal for the zone in which it is located.
- l. No vehicles or trailers (including pick-up trucks and vans) or construction or other equipment, except those normally incidental to residential use, shall be kept on the site.
- m. Vehicle or engine repair shall not be permitted as a home occupation.
- n. Visitation and deliveries incidental to the home occupation shall be limited to the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday, 8:00 a.m. to 6:00 p.m. Saturdays and Sundays, and shall not be permitted on holidays.
- o. Businesses that incorporate food preparation, firearm sales, alcohol sales, and cannabis are not permitted in residential zones and are not permitted by Home Occupation Permits.
- p. The home-based business shall cease, and the Home Occupation Permit shall become null and void, when the use becomes detrimental to the public health, safety and welfare, or constitutes a nuisance, or when the use is in violation of any statute, ordinance, law or regulation.
- q. Additional conditions may be applied as deemed necessary by the Director. (Ord. 13-8 §4 (Exh. A), 6/11/13; Ord. 15-11 §5 (Exh. A), 12/18/15).

