

**INSTRUCTIONS FOR FILLING OUT A  
HOME OCCUPATION PERMIT  
APPLICATION:**

Before filling out the application, read all of the conditions on the permit form (front page). If you can operate your business according to the conditions, sign on the back of the application (applicant's signature). Make sure to check with the Planning Division staff for any additional conditions that may be put on your individual permit. **DO NOT WRITE ON THE PERMIT FORM (FIRST PAGE)**. Fill out the application (second page) including a detailed description of the business and what will be at your home in conjunction with the business. A letter of permission from the property owner must accompany the application if the applicant does not own the property. If you have any questions, please contact the Planning Division at (619) 336-4310.

Fee: \$100.00

Account #001-3143-06000



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION  
1243 NATIONAL CITY BLVD., NATIONAL CITY, CA 91950

Date: \_\_\_\_\_

**HOME OCCUPATION PERMIT**

TO: \_\_\_\_\_

FROM: PLANNING DIVISION

SUBJECT: HOME OCCUPATION PERMIT

RE: PERMIT NO. H.O. \_\_\_\_\_

In accordance with Chapter 18.12.090 of the National City Land Use Code, you are hereby issued this Home Occupation Permit for the occupation \_\_\_\_\_ at the following address \_\_\_\_\_, subject to the following restrictions:

1. There is no display.
2. No stock in trade nor commodity is sold upon the premises; no materials or equipment is to be stored on the premises.
3. No person is employed.
4. No mechanical equipment is used except that which is normally necessary for housekeeping purposes.
5. No signs or advertising is placed on the premises unless in conformance with NCMC 18.47.
6. Home occupation permits are nontransferable.
7. Additional stipulations placed on the permit by the Director of Community Development.
8. The occupation shall be limited to those activities specifically described on the permit.
9. The business shall be carried on as a secondary use within the main building by the occupant of the dwelling.

10. A business license is procured. If it is determined or found by the Planning Commission that the home occupation authorized causes a disturbance or nuisance to the abutting neighborhood, it shall be reviewed by the Planning Commission and may be declared null and void, and any business license issued shall be subject to cancellation.
11. Off-site storage of equipment and merchandise is required and shall be continuously maintained throughout the existence of the business.

APPLICANT'S STATEMENT

I have read and agree to the aforementioned conditions of this Home Occupation Permit.

Applicant's Signature \_\_\_\_\_

INTERVIEWED BY:

APPROVED:

\_\_\_\_\_

\_\_\_\_\_

**THIS HOME OCCUPATION PERMIT IS INVALID UNLESS A BUSINESS LICENSE  
HAS BEEN APPLIED FOR.**

cc: Business License Inspector

**NOTE: THE FILING FEE IS A NONREFUNDABLE PROCESSING FEE.**

**HOME OCCUPATION PERMIT APPLICATION**

Date: \_\_\_\_\_

Proposed Home  
Occupation Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

1. Describe your business activity in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe the portion of your business you will conduct in your home:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to abide by all the conditions of this Home Occupation Permit as set forth by Section 18.12.090 of the Land Use Code.

Do you own this property? \_\_\_\_\_

If not, property owner's name \_\_\_\_\_

Note: If property is leased or rented, please attach a letter from the property owner granting permission to conduct the home occupation.

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_