



**PASADENA PERMIT CENTER**  
www.cityofpasadena.net/permitcenter

**APPLICATION FOR  
HOME OCCUPATION PERMIT**

Applicant: \_\_\_\_\_ Case#: \_\_\_\_\_

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

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone# (day): \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of business (use): \_\_\_\_\_

**Will guns and ammunition be sold as part of a home occupation use?  Yes  No**

If yes, attach a copy of the valid license by the Bureau of Alcohol, Tobacco and Firearms.

Will any structure be altered, enlarged or constructed to accommodate the home occupation use?  Yes  No

If yes, you must receive a valid building or other applicable permits prior to approval of a Home Occupation Permit.

I attest that the home occupation use shall be conducted in compliance with PMC Section 17.64.080 such that the use:

- Shall be conducted entirely within a building,
- Shall not occupy more than 500 square feet of floor area,
- Shall be stock in-trade-items other than products crafted on the premises,
- Shall not be apparent beyond the boundaries of the site,
- Shall not employ anyone other than a resident of the site,
- Shall have no more than one (1) truck with a maximum capacity of one (1) ton kept on site,
- Shall not reduce the number of parking spaces accessory to a dwelling to less than two (2) spaces,
- Shall not include a salesroom open to visitors without prior appointments,
- Shall not have signs advertising the use,
- Shall not require alterations to the residential character of the premises,
- Shall not require outdoor storage or display of equipment, appliances, materials or supplies.

**Renewal:** Is this a renewal of a previously issued City of Pasadena Home Occupational Permit?  Yes  No

Have any of the conditions for the approved Home Occupation Permit changed in the last two years?  Yes  No

If yes, explain: \_\_\_\_\_

**For rental property, the property owner's written authorization for the proposed use shall be obtained and submitted with this application.**

**Certification:** I hereby certify that I have read and state that the information in this application is correct. I understand that falsification of information is punishable pursuant to the Pasadena Municipal Code. A Home Occupation Permit that is not in compliance with the regulations may be revoked by the Planning Director pursuant to PMC Chapter 17.108. I understand the home occupation permit expires two (2) years after the issuance (application approval) date unless renewed prior to expiration.

Authorized Signature, Date

**OFFICE USE ONLY**

Date of application rec'd: \_\_\_\_\_ Received by: \_\_\_\_\_

Permit Approval Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Permit Denial Date: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Approved/Denied By: \_\_\_\_\_