



THE CITY OF SAN DIEGO

# HOW TO OBTAIN A NEIGHBORHOOD USE PERMIT FOR A Home Occupation

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 302 SAN DIEGO, CA 92101-4101  
CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION BULLETIN

540

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This information bulletin describes the minimum submittal requirements for a Home Occupation Neighborhood Use Permit application (Process 2). This permit is required for home occupations that do not comply with Land Development Code Section 141.0308 (j) through (l). The decision to approve or deny a Process 2 Neighborhood Use Permit may be appealed to Planning Commission.

## I. WHAT IS A NEIGHBORHOOD USE PERMIT FOR HOME OCCUPATION?

This permit allows for a home office with one employee or partner on the premises during the hours between 8:00 a.m. and 5:00 p.m. Monday through Friday; and a home office with one customer on the premises at a time, by appointment only, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday; and home occupations with more than one vehicle for business related purposes.

## II. ADDITIONAL HOME OCCUPATION REGULATIONS

- A. Home occupations are permitted only as accessory uses to a residential use.
- B. Any products produced for sale must be manufactured by hand-made or grown on the premises.
- C. The home occupation shall not eliminate or reduce required off-street parking.
- D. Signs advertising the home occupation are not permitted. Other advertising shall not include the address of the premises.
- E. Home occupations, except for horticultural uses permitted in [Chapter 13, Article 1, Division 3 \(Agricultural Base Zones\) and Division 4 \(Residential Base Zones\)](#), shall be conducted within an enclosed structure on the premises.
- F. Materials or products associated with the home occupation on the premises must be stored within an enclosed structure.
- G. Indoor storage of materials or products associated with the home occupation shall not exceed 1,000 cubic feet for the entire premises, or any more restrictive limitations imposed by Building and Housing Codes or the County Health Department.

## Documents referenced in this Information Bulletin

- [Land Development Code](#)
- [Information Bulletin 113](#), Preliminary Review
- [Information Bulletin 503](#), Fee Schedule for Development & Policy Approvals/Permits
- [Information Bulletin 512](#), How to Obtain Public Noticing Information
- [Ownership Disclosure Statement, DS-318](#)
- [General Application, DS-3032](#)
- [Supplemental Discretionary Application, DS-3035](#)
- [Deposit Account/Financially Responsible Party, DS-3242](#)
- [Technical Guidelines for Geotechnical Reports](#)

- H. The operation of the home occupation shall be consistent with permitted residential uses, shall not create any conditions that amount to a public nuisance, and shall not be detrimental to the residential neighborhood by causing increased noise, traffic, lighting, odor, or by violating any applicable ordinances or laws.
- I. The resident of the premises shall not rent space to others in association with a home occupation.

## III. SUBMITTAL REQUIREMENTS

Phone (619) 446-5300 to schedule a submittal appointment for a Home Occupation Neighborhood Use Permit. **Note:** A submitted completeness review is not required. At this appointment, provide information in the quantities shown below.

### A. Application Package

- Provide one copy of the following documents:
1. General Application (DS-3032)
  2. Deposit Account/Financially Responsible Party (DS-3242)
  3. Supplemental Discretionary Application (DS-3035)
  4. Ownership Disclosure Statement (DS-318) signed by the property owner.
  5. Grant Deed – Copy of the grant deed is required to provide proof of current ownership for the property proposing a home occupation.
  6. Photo(s) showing front view of residence including driveway(s).

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**B. Public Notice Package**

A public notice package is required as part of your submittal. See Information Bulletin 512 "How to Obtain Public Noticing Information" for more details.

**C. Letter of Request**

Provide 5 copies of a letter of request which includes the following information:

1. Name and address of person requesting the home occupation.
2. Detailed description of home occupation that will be conducted within an enclosed structure.
3. Number of employees and/or customers per day and hours of operation.
4. Parking requirements including a note that required off-street parking will not be reduced.
5. Number of Vehicles associated to the home occupation.
6. Materials/Products associated with the home occupation will be stored within an enclosed structure.
7. Space will not be rented to others in association with the home occupation.
8. Signs will not be used for advertising.

**D. Site Plan**

Provide 5 copies of a 8 ½ x 11 Site Plan containing the following information.

Base Zone with overlays, property lines, building location, floor plan which identifies the location of the home occupation, location of existing/proposed parking (with dimensions), location and size of indoor storage associated with the home occupation.

**E. Deposit/Fees**

The deposit and fees must be paid at the time of submittal. See Information Bulletin 503 "Fee Schedule for Development & Policy Approvals/Permits."