

# Home Occupancy Permit Application



**City of Sierra Madre**  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
626.355.7135 Fax 626.355.2251  
www.cityofsierramadre.com

*To be completed in conjunction with a business license application*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Briefly describe the proposed activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Residence Square Footage \_\_\_\_\_ Sq Footage Required for Business \_\_\_\_\_

# of Employees who do not Live Onsite \_\_\_\_\_ Residence frequented by customers? Y / N

If customers are frequenting the residences, in what capacity are they doing so?

\_\_\_\_\_

Will the business activity be entirely indoors including the storage of materials? If no, please explain.

\_\_\_\_\_

\_\_\_\_\_

Chapter 17.85 of the Sierra Madre Municipal Code deals with the provisions regarding Home Occupations. A Home Occupation is defined as any ongoing repetitive business or professional use, activity or utilization of residentially zoned and improved property, by the inhabitants of said property, which is incidental and accessory to the primary residential use and does not generate an adverse impact to the surrounding neighborhood. Essentially, the approved business activity in the home must be accessory to the primary residential use and shall be consistent with the residential atmosphere regarding appearance, any change in traffic levels and in the proportion of the residence dedicated to the home occupation. Consult Chapter 17.85 of the Sierra Madre Municipal Code for details in this matter, or contact the Planning and Community Preservation Department for additional questions.

**CITY OF SIERRA MADRE**  
**DISCRETIONARY HOME OCCUPATION PERMIT**  
**ELEGIBILITY CRITERIA**

Pursuant to the provisions of chapter 17.85 of the Sierra Madre Municipal code, you may be eligible for a Discretionary Home Occupation Permit if your home based business conforms to the following criteria:

- You must conform to the provisions outlined on the Home Occupation Permit application.
- Home occupation activity outside an enclosed structure, provided that the applicant can demonstrate that the activity will not be visually detrimental to the residential character of the neighborhood.
- Home occupation activity which occupies more than fifty percent (50%) of the total floor area of all structures on the property provided that the applicant demonstrates that the home occupation activity will not be detrimental to the residential character of the neighborhood.
- A maximum of one (1) employee, who does not reside at the residence where the home occupation is proposed, may be employed on-site, provided that the applicant can demonstrate that sufficient parking is available beyond those on-site parking spaces required pursuant to Chapter 17.68. The applicant shall demonstrate that the location of the employee parking shall not be a disruption or create an adverse impact to the residential character of the neighborhood.

You must submit the following material to the Planning & Community Preservation Department:

- A completed Home Occupation Permit application.
- A detailed letter explaining the nature and intensity of your home based business. Such details may include hours of operation, nature of the business, location of storage, amount of floor area needed for the home based business, and similar information.
- A mailing list of all property owners within a 300 foot radius of the property where the home occupation is proposed. Said mailing list shall include at least two (2) sets of self-adhesive mailing labels.

Pursuant to the submission of the aforementioned information, a notice (including a brief description of your proposed home based business) will be mailed to all property owners within a 300 foot radius of your property. Any interested party may submit comments to the Planning & Community Preservation Department within an approximate 2 week period. After the conclusion of the notice period, the Director of Planning & Community Preservation will issue a determination on your requested **DISCRETIONARY** Home Occupation Permit.

Please note, any party may appeal the decision of the Director of Planning & Community Preservation to the Planning Commission.

If you have any questions regarding this process, please call the Planning & Community Preservation Department at (626)355-7135.