



**HOME OCCUPATION APPLICATION**

*This application must be submitted to [lancaster.hdlgov.com](http://lancaster.hdlgov.com).  
Please contact HDL at 661-495-5100 for help submitting this application.*

• **Business Name** \_\_\_\_\_

• **Applicant's Name** \_\_\_\_\_

• **Business Address** \_\_\_\_\_  
(No P.O. Boxes)

• **Assessor's Parcel Number (APN)** \_\_\_\_\_ **Zone** \_\_\_\_\_

• **Name of Mobile Home Park/Apartment Complex** \_\_\_\_\_  
(If Applicable)

• **Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

• **Business Description**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide all of the following information:**

1. Will your home be used for office use only?      Yes       No
2. What product or service will you provide? \_\_\_\_\_
3. Which rooms of your home will be used for this business? \_\_\_\_\_
4. Will you have any employees (other than yourself)?      Yes       No       If yes, how many employees? \_\_\_\_\_  
 a. Where will employee parking be provided? \_\_\_\_\_
5. Number, size and type of vehicles used in this business: \_\_\_\_\_
6. Do you intend to store supplies and/or materials on the premises?      Yes       No       If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_
7. Will there be any hazardous materials on site?      Yes       No       If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_
8. Will there be customers/clients regularly visiting the home?      Yes       No

**If you answered YES to questions 7 or 8, your business may not be allowed as a home-based business. Please contact Planning at 661-723-6100 or [planning@cityoflancasterca.gov](mailto:planning@cityoflancasterca.gov).**

**Property Owner's Statement:**

- The undersigned states that they are the owner(s) of the property described herein and hereby file this application. I DO BY MY SIGNATURE ON THIS APPLICATION, absolve and agree to hold the City of Lancaster harmless from any and all liabilities and claims regarding violations of any deed restrictions or covenants that may be applicable to the property described herein.

**Property Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Property Owner's Name** \_\_\_\_\_



## HOME OCCUPATION APPLICATION PROHIBITIONS AND CONDITIONS

**• Prohibited Uses:**

The following uses shall not be allowed as a Home Occupation:

1. Construction, preassembly and similar large woodworking operations; welding shops; contractor and construction yards.
2. Cosmetology services including barber/beauty shops, tattoo/piercing studios, and on-site massage therapy.
3. Limousine, taxi, or tow truck services; recreational vehicle rentals or automobile leasing; food or ice cream vending vehicles; ambulance services; or use of other vehicles not normally incidental to a residential use.
4. Pet grooming and animal training.
5. Equipment rental establishments.
6. Mechanical and electronic repair utilizing more equipment on the premises than is common to a residence.
7. Repair services related to automobiles, motorcycles, large household appliances, small engines, garden equipment, or other machinery.
8. Taxidermy, and forensic testing.
9. The manufacturing, sale or lease of firearms and ammunition; or the production or sale of drug paraphernalia.
10. Uses which are subject to Director's Review or a Conditional Use Permit in the zone where the residence is located.
11. Those uses which the Director of Planning determines are similar in nature to the uses listed above.

**Note:** While the above listed uses may not take place on the Home Occupation site, application may be made for a Home Occupation office which might serve such uses which are legally located elsewhere within the proper zoning designation.

**• Expiration and Revocation:**

A final approval of this proposal shall remain in effect for one (1) year unless the Home Occupation Permit has been revoked. The Home Occupation Permit shall be subject to review and renewed on an annual basis in conjunction with the issuance of or renewal of the business license. Home Occupation Permits may be immediately revoked by the Director of based upon the findings outlined in Municipal Code Section 17.08.200.E.

**• Conditions for Use:**

No Home Occupation shall be approved unless it complies with all pertinent City codes, ordinances and regulations in addition to the following conditions:

1. The applicant who holds the home-based business license shall reside at the address location as stated on the home-based business license.
2. A Home Occupation shall be conducted entirely within the boundaries of the site and the activities of such Home Occupation shall not be visible or audible beyond the boundaries of the site.
3. There shall be no alteration of any building or structure which would result in a change of the residential occupancy classification under the Uniform Building code.
4. The Home Occupation shall not generate vehicular traffic and/or vehicular parking which degrades or is otherwise detrimental to the residential nature of the neighborhood and thus becomes objectionable to neighboring residents and others affected by such parking or traffic.
5. No customer or client may come to the premises except during the hours of 7:00 a.m. to 10:00 p.m. No deliveries may originate from or be made to the premises except during the hours of 8:00 a.m. to 6:00 p.m.
6. No commercial vehicle which has a capacity of more than one (1) ton shall be parked or stored at the Home Occupation Site in the R, MHP, MDR or HDR Zones other than a Recreational Vehicle. (The term "commercial vehicle" is such as the term is described in the California Vehicle Code.)
7. There shall be no Home Occupation activities that are objectionable due to glare, dust, odor, vibration, noise, or that disturb the peace.
8. Home Occupation activities shall not create electrical or mechanical interference to radio or television reception in the neighborhood.
9. There shall be no signs or structures other than those permitted in the applicable zone.
10. No Home Occupation shall be conducted in a rental unit, without a notarized, written statement from the landlord granting permission.
11. Home Occupations are valid only for the person and the address approved and are non-transferable.
12. A maximum of: One (1) employee per Home Occupation Permit in the multiple family and MHP zones, two (2) employees in the R-7,000 zones, and three (3) employees in all other residential zones. Paved parking for employees and customers or clients shall be provided on site to the specifications of the Director.
13. The Director may add specific conditions to the approval of a Home Occupation Permit in order to address concerns which are not covered by the above conditions and which, in the Director's opinion, are necessary to protect neighboring property from any potential adverse effects of the proposed Home Occupation.

**• Applicant Certification and Agreement:**

I hereby certify I have read the above conditions for the operation of a Home Occupation and hereby agree to comply with such conditions. I also understand that should I fail to comply with these conditions and I understand that any incompleteness or falsification of any fact may result in denial of this application or revocation of any license issued. I declare under penalty of perjury of the State of California that all information contained in this application is true and correct.

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

**Date** \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_