



City of Pasadena  
 Planning & Community Development Department  
 Code Compliance Division  
 175 N Garfield Ave. Pasadena, Ca. 91101

## 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 17.50.110 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 Occupation 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 17.78.090. I understand the home occupation permit expires two (2) years after the issuance (application approved) 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: _____	



City of Pasadena  
Planning & Community Development Department  
Code Compliance Division

**HOME OCCUPATION PERMIT  
PROPERTY OWNER AUTHORIZATION**

I, \_\_\_\_\_ authorize \_\_\_\_\_ to operate a  
(Landlord/Property Manager) (Tenant)

home-based business from the property located \_\_\_\_\_ .  
(Property Address, including unit number, if applicable)

\_\_\_\_\_  
Landlord/Property Manager Printed Name

\_\_\_\_\_  
Address (City, State, Zip)

\_\_\_\_\_  
Landlord/Property Manager Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date of Authorization



City of Pasadena  
Planning & Community Development Department  
Code Compliance Division

**HOME OCCUPATION PERMIT  
SUBMITTALS**

**REQUIREMENTS:**

**Massage Therapy**

Submit application to:  
Permit Center, Window 1—Code Compliance  
175 N Garfield Ave  
Pasadena, Ca. 91101

**NOTE: Massage therapy is not allow in a residential zone. Approval for this use is for mobile massage therapy services ONLY.**

**Large Family Day Care (9 to 14 children)**

Submit application to:  
Municipal Services  
100 N Garfield Ave—Room N106  
Pasadena, Ca. 91101  
Indicate number of children on application.

**Small Family Day Care (up to 8 children)**

Submit application to:  
Municipal Services  
100 N Garfield Ave—Room N106  
Pasadena, Ca. 91101  
Indicate number of children on application.

**Cottage Food Operations**

Submit application to:  
Permit Center, Window 1—Code Compliance  
175 N Garfield Ave  
Pasadena, Ca. 91101

**Home Business from any rental property**

Submit application to:  
Municipal Services  
100 N Garfield Ave—Room N106  
Pasadena, Ca. 91101  
Indicate number of children on application.

***Approvals of all other home-based businesses are subject to review by Code Compliance Staff and Zoning Administration.***