



## CITY OF SIMI VALLEY

# HOME OCCUPATION PERMIT

(SVMC Section 9-44.090)

### *What is a Home Occupation Permit?*

A Home Occupation Permit is required for residents to have a business in their home. The business is required to be incidental to the residential use and be compatible with the neighborhood.

### *How can I obtain a Home Occupation Permit?*

A Home Occupation Permit may be obtained by downloading the form available online at <https://bit.ly/3amAZZt>, completing this form and returning it to:

By Email: [Support@HdL.gov](mailto:Support@HdL.gov)

By Fax: 909-348-0465

By Postal Mail: City of Simi Valley, 8839 N Cedar Ave #212, Fresno, CA 93720

### *How soon may I expect to receive the Home Occupation Permit?*

Upon receipt of a complete application, the Director of Environmental Services will review the application for compliance with the Home Occupation Ordinance. The Director's decision for approval, denial or request for more information will typically be made within 14 days after the receipt of the complete application.

### *What are the limitations for conducting a business from my home?*

All Home Occupation Permits are subject to the following limitations:

- No sign relating to the home occupation is allowed;
- Only residents of the home may operate out of the home as employees of the business. Outside employees are not allowed;
- The home may not be altered in any way that changes its residential character or appearance, or in a manner as to cause the property to be recognized as a place where a home occupation is conducted;
- No more than 20% of the floor area of the home may be used for the home occupation. The space used shall not have an exterior entrance;
- No garage, carport, accessory structure, or similar structure shall be used in conjunction with a home occupation. However, a garage may be used for the storage of items related to an allowed home occupation; provided, there is enough room to park one motor vehicle in a one-car garage or two motor vehicles in a two or more car garage. The dimensions of a motor vehicle shall be no less than 8 feet wide and 15 feet long, with a clearance of no less than 20 inches on each side of the vehicle(s);
- The home occupation may not generate any additional auto or foot traffic beyond normal residential use;

- No equipment or process used in the home occupation shall generate noise, vibration, glare, fumes, or odors, or create visual or audible electrical interference with radio or television reception outside the home;
- No use of utilities beyond normal residential use;
- No use of materials or mechanical equipment not part of normal residential use;
- No commercial deliveries to or from the premises with the exception of parcel service and the U.S. mail; and
- No overnight parking of commercial vehicles of 5 tons or greater within the residential area in which the home occupation occurs.

***What types of businesses are prohibited from being conducted out of the home?***

Certain types of businesses are prohibited from being operated in the home including, but not limited to:

- Repair, servicing or manufacturing of automobiles, trucks, motorcycles, boats or their engines;
- Repair or fix-it shops;
- Harboring, training, breeding, raising or grooming of dogs, cats, or other animals. (Some exceptions are permitted. Please consult with City staff);
- Processing, packaging, handling or selling of food is prohibited, with the exception of certain non-potentially hazardous foods covered by the "Cottage Food Bill" (AB 1616) that became law on January 1, 2013. A Cottage Food Operation application will need to be obtained from Ventura County prior to obtaining a Home Occupation Permit. Visit the County's website at <https://vcrma.org/cottage-home-food-operations> for more information on eligible foods and obtaining a permit.
- Healing arts (patients on the premises);
- Use of explosives or highly combustible materials, or storage of hazardous materials; and
- Beauty Salons.

***Home Occupation Permits are subject to review for compliance with the Development Code. Always check with City staff before beginning any home occupation to ensure that your business complies with the Development Code. Should a violation of the ordinance occur, the permit may not be renewed.***

**Note: A separate Business Tax Certificate Application and fee are also required to obtain a Home Occupation Permit. Please contact us at [SimiValley@hdlgov.com](mailto:SimiValley@hdlgov.com) or by phone at (805) 850-1521, Monday through Friday, 8:00 am to 5:00 pm (PST), for an application, fees, and additional information.**

**Department of Environmental Services**  
*Planning Division*  
**(805) 583-6769**  
*www.simivalley.org*  
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