



**MENIFEE**  
**COMMUNITY DEVELOPMENT**

<i>For Official Use Only</i>	
Project Number:	_____
Date Received:	_____
Received By:	_____
Case Planner:	_____

## APPLICATION FOR A HOME OCCUPATION OR A HOME-BASED BUSINESS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

<b>FOR OFFICIAL USE ONLY</b>
<input type="checkbox"/> Copy provided to applicant City staff member discussing this application with applicant: _____ Application reviewed and approved by: _____ Date approved: _____

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*  
 \_\_\_\_\_  
*City* *State* *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Emergency Contact Information (If different than above): (\_\_\_\_) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*  
 \_\_\_\_\_  
*City* *State* *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

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## APPLICATION FOR A HOME OCCUPATION/BUSINESS

### **BUSINESS INFORMATION:**

Business Name: \_\_\_\_\_

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

*Street*

*City*

*State*

*ZIP*

Assessor Parcel Number: \_\_\_\_\_

### **TYPE OF APPLICATION:**

I am applying for a: (Please check ONE of the following.)

**Home Occupation Permit**

- ✓ All business-related activities will be conducted entirely within the residence.
- ✓ No non-resident employees will visit the home in the course of operating the business.

**Home-Based Business Permit**

- ✓ Any business-related activities will be conducted outside or within a partially enclosed structure.
- ✓ Non-resident employees will visit in the course of operating the business.

### **DESCRIPTION:**

Please describe the nature of the business to be conducted within the home noting specifically the physical activity being conducted in the space below. Attach additional sheets as necessary. Please include:

- Type of Business (*office work, hand crafts, assembly, etc.*)
- The location(s) within the home used for all aspects of the business
- Storage needs & type of stored material
- Number of employees
- Outcall services
- Food products
- Specific vehicles used
- Other pertinent information

**(Section must be filled out or application will not be accepted)**

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**APPLICATION FOR A HOME OCCUPATION/BUSINESS**

**ACKNOWLEDGEMENT OF UNDERSTANDING:**

All Home Occupations MUST conform to the regulations and limitations of the Menifee Municipal Code. A Home Occupation is an allowed land use that is permitted by the City with the understanding (as expressed in the adoption of the Municipal Code) that any such business use of a residential property shall be conducted in a manner so that such use shall have no impact upon the site, the surrounding properties or the community as a whole. A Home Occupation Application shall not be processed for an activity that may result in adverse impacts to the community. An approved Home Occupation Application shall be immediately revoked if such Home Occupation is found to have impacts upon the property, neighboring properties or the neighborhood, or if the use being conducted is found to be inconsistent with the business description provided within this Home Occupation Application.

\_\_\_\_\_ (Applicant initials)

Under the provisions of the City of Menifee Municipal Code, Chapter 9.55 "Home Occupation Permit and Home-Based Business Permit" a Home Occupation is limited as described below:

**§ 9.55.020. APPLICABILITY.**

- A. **Home Occupation Permit or Home-based Business Permit Required.** The provisions of this chapter shall apply to the operation of home-operated businesses and occupations in residential dwellings or on residential properties. A home-operated business may be permitted as an accessory use on any residential property with a Home Occupation Permit or a Home-Based Business Permit.
  
- B. **Level of Permit Required.** The following applicability thresholds shall be used to determine if the proposed project shall require a Home Occupation Permit or a Home-Based Business Permit.
  - 1. *Home Occupation Permit.* A Home Occupation Permit shall be required if the proposed home-operated business meets all the following criteria, except as specifically exempted by this chapter:
    - a. All related activities are conducted entirely within the residence.
    - b. No non-resident employees visit the home in the course of operating the business
  - 2. *Home-Based Business Permit.* A Home-Based Business Permit shall be required if the proposed home-operated business meets any of the following criteria, except as specifically exempted by this chapter:
    - a. Any related activities are conducted outside or within a partially enclosed structure.
    - b. Non-resident employees visit in the course of operating the business.
  
- C. **Prohibited Home-Operated Businesses.** Certain uses are not compatible with residential activities and shall be prohibited. Prohibited home-operated businesses shall include those that do not meet the criteria of Chapter 9.255 (Home Occupation and Home-Based Business).

The applicant for a Home Occupation has read, understands and shall abide by the above noted Home Occupation limitations and description.

\_\_\_\_\_ (Applicant Initials)

In addition to the above, all Home Occupations are limited by the provisions of City of Menifee Municipal Code Section 5.01.060 "Business Registration for Home Occupations." This Code provides the following:

**§ 5.01.060. BUSINESS REGISTRATION FOR HOME OCCUPATIONS.**

- (A) An initial application for business registration shall be made by each home occupation. The application shall be made on the form provided by the city, and it shall not be deemed filed until fully and accurately completed. The applicant shall be the person engaging in the home occupation at his or her residence. All

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## APPLICATION FOR A HOME OCCUPATION/BUSINESS

applications shall be accompanied by the applicable fees including but not limited to additional fees for late applications or failure to register.

(B) The application shall contain the following:

- (1) The name of the applicant; home business address, telephone number at that address; cell phone number; email and fax (if any); and an emergency contact number different from any of these.
- (2) If the business is advertised to the public by name or designation other than the name of the applicant, that name or designation and proof of filing of a fictitious business name statement.
- (3) A detailed description of the nature of the business, including, but not limited to, whether the business is constructed in an accessory structure; whether additional vehicles come to the residence or are stored at the residence; whether or not the business involves storage of materials anywhere on the property (including outdoors or in an accessory structure); use of any hazardous materials of any kind; whether the business involves outcall services; or whether the business involves mobile food facilities or vending.
- (4) A listing of any and all federal, state, county and other required permits or licenses, including any contractor's state permit or license number and category.
- (5) Any other information necessary to determine appropriate regulatory requirements applicable to the business.
- (6) The signature of the applicant under penalty of perjury that the information provided on the application is true and correct and that the applicant is responsible for all applicable fees. Any subsequent registration shall be deemed null and void if the license application contains any false or misleading information and providing such false information shall be a violation of this chapter.

(C) The information contained on the business registration form shall be reviewed by the City Clerk and other city staff as necessary. Based upon the nature of the home occupation, they may determine that business licensing and the corresponding inspection is necessary rather than business registration. In the event that a home occupation requires a business license, the registration fee paid shall be credited to the license fee and/or inspection deposit.

The applicant for a Home Occupation has read, understands and shall abide by the above noted Code provisions.

\_\_\_\_\_ (Applicant Initials)

The signature of the applicant below acknowledges under penalty of perjury that the information provided on this application is true and correct to the best of that person's knowledge and that the applicant is responsible for all applicable City fees.

By signing this application, the applicant and business agree to be bound by all provisions of the City of Menifee Municipal Code, including but not limited to the provisions for inspection.

An approved/issued Business License shall be deemed null and void if the license application contains any false or misleading information. It shall be considered a violation of this Code, punishable as set out herein, intentionally to give any false or misleading information on the application.

All signatures must be originals ("wet-signed"). Photocopies of signatures are **not** acceptable.

\_\_\_\_\_  
*PRINTED NAME OF APPLICANT(S)*

\_\_\_\_\_  
*SIGNATURE OF APPLICANT(S)*

\_\_\_\_\_  
*PRINTED NAME OF APPLICANT(S)*

\_\_\_\_\_  
*SIGNATURE OF APPLICANT(S)*