



# HOME OCCUPATION PERMIT BUSINESS LICENSE PACKET

- Business License Application  
Instructions and Expectations
- Home Occupation Permit Application
- Floor Plan Diagram
- Air Quality Management Check list
- Resources for starting a New Business



# PART 1

## STARTING A BUSINESS IN THE CITY OF CALIMESA

All businesses that are either located within The City of Calimesa and/or conducting business within the City are required to have a business license. The initial license is valid for six (6) months from approval, after which the business license can be renewed on an annual basis.

### What type of License do you need?

1

**OUT OF TOWN** Licenses are required for all businesses located outside of Calimesa that conduct business within City limits.

Examples of Out of Town businesses but not limited to

Business License	\$24.00 annual
Casp state fee	\$4.00 annual

Virtual Office

Contractor

Mobile Vendor

2

**Home Occupation** Licenses are required for all businesses operating at a residential home located in The City of Calimesa.

Examples of a Home Occupation businesses but not limited to

Business License	\$24.00 annual
Casp state fee	\$4.00 annual
Home Occupation	\$197.00 one-time fee

Home Office

Contract Work

Online Sales

3

**Certificate of Occupancy** Licenses are required for all businesses that conduct business within areas zoned commercial use.

Examples of a Certificate of Occupancy businesses but not limited to

Business License	\$24.00 annual
Casp state fee	\$4.00 annual
Planning Review	\$197.00 one-time fee
Code Enforcement Inspection	\$238.00 one-time fee
Building & Safety Review	\$134.00 one-time fee
Fire Inspection	\$105.00 annual

Restaurants

Store Front

Office Space

Food Truck

## PART 2

### Home Occupations

Business license applications are routed to the following departments for approval. (*You may be contacted for further information if needed*).

1. Planning Department
2. Code Enforcement Department
3. Building Department
4. Fire Department

- Fees will be collected after your Business License has been approved.
- Business Licenses will be mailed within 7 to 14 business days after fees have been collected

### Out of Town Businesses

- Business license applications are processed after all fees have been paid.
- Business Licenses will be issued within 7 to 14 business days.

### Certificate of Occupancy

- Business license applications are routed to the following departments for approval. (*You may be contacted for further information if needed*).

- 1.Planning Department
- 2.Code Enforcement Department
- 3.Building Department
- 4.Fire Department

- Fees will be collected after your Business License has been approved.
- Business Licenses will be mailed within 7 to 14 business days after fees have been collected

### **CITY OF CALIMESA**

908 Park Ave.  
Calimesa, CA 92320

PHONE# (909) 795-9801  
FAX# (909) 795-4399



# BUSINESS LICENSE APPLICATION

## Home Occupation Permit

Welcome to the City of Calimesa and our business community. We wish you every success in your business venture and encourage you to take advantage of any assistance we may be able to provide. If we can be of any assistance, please do not hesitate to contact the City.

Office hours:

7:00 am to 5:30pm  
Monday -Thursday

[www.cityofcalimesa.org](http://www.cityofcalimesa.org)

5

### RECYCLING INFORMATION

Does your business recycle?  YES  NO

If yes, please describe the type of material your business recycles \_\_\_\_\_

6

Does your business sell tobacco or tobacco paraphernalia:  YES  NO

Does your business plan to sell alcohol?:  YES  NO

7

### THIS SECTION MAY NOT PERTAIN TO YOU :

Locations of other business commercial property of living accommodations (Rentals such as houses, apartments, motels, etc..)

- \_\_\_\_\_
- \_\_\_\_\_

8

Did you complete the SCAQMD Air Quality Permit Checklist?  YES  NO

Have you obtained a fictitious business name?  YES  NO  N/A does not apply to my business

9

Determination of ownership of residence: If you own the residence where the business is located, a copy of the Grant Deed stating you are the owner of the residence is required. If you are renting the residence where the business is located, a written letter from the owner of the residence stating that he/she grants you permission to run a business out of the residence is required. A written statement on how you will be conducting business from your home must be included on the Business License Application.

*Completed and attached with application*

10 As the owner of the proposed business outlined in this Home Occupation Permit application, I understand and accept the criteria for approval, prohibited uses, and renovations contained in this application. I declare under penalties of perjury that this application has been examined by me and, to the best of my knowledge and belief, is a true, correct, and complete statement of facts. I further certify that the above business will be conducted in compliance with applicable provisions of the City of Calimesa.

I acknowledge that this business license shall be due and payable in advance for a period of six months at the time the original license is issued. Upon license expiration thereafter, m

SIGNATURE

TITLE

DATE

### THIS SECTION IS FOR CITY USE ONLY

Zone Designation: \_\_\_\_\_

Requires/Required:  CUP  DPR  MDPR  Other \_\_\_\_\_

Permitted Business Activities \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_ Zoning \_\_\_\_\_

Number of Required Legal Parking Spaces \_\_\_\_\_

Approval/Denial \_\_\_\_\_

Occupancy Inspection Date \_\_\_\_\_ Pass Failed

Comments \_\_\_\_\_

[1] Senate Bill 1186, Section 4469: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with Buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: 1) The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx), 2) The Department of Rehabilitation at [www.rehab.cahwnet.ove](http://www.rehab.cahwnet.ove), and 3) The California Commission on Disability Access at [www.ccea.ca.gov](http://www.ccea.ca.gov)















