

**W**orking in the home is an attractive alternative to the traditional workplace for many enterprising people. To some, it is the ideal workplace.

A home occupation, however, must meet certain City requirements. These include the need for a City business license and compliance with City zoning regulations.

This *Information Bulletin* will help you to get started easily and to understand these simple regulations which apply to home occupation.

## **What is the first step?**

A telephone call or visit to the City of Salinas, Department of Community Development will get things started. The telephone number is 758-7206. Tell a staff member what type of home occupation you wish to start and a little about how you intend to operate it.

This is an important step. City staff will tell you if your home occupation is allowed or what changes would be necessary for it to be allowed. Some home occupations cannot be allowed because of their effect on the surrounding neighborhood. The intent is to make sure that the residential character is not changed by the home occupation. An example of an allowable home occupation is office use where neither employees nor customers come to the house.

## **What are the rules for operating a home occupation?**

Home occupations must be incidental to a residence and compatible with the surrounding neighborhood. The purpose is to ensure that residential neighborhoods don't become commercial areas. All home occupations must comply with each of the following:

1. *The home occupations must be conducted entirely within a building. It may occupy up to 25 percent of the floor area.*
2. *There can be no outdoor storage of materials or equipment used in the home occupation.*
3. *The existence of the home occupation cannot be apparent beyond the boundaries of the property.*
4. *A home occupation is allowed only by the resident of the dwelling. No one other than a resident of the dwelling can be employed or report to work at the site in the conduct of the home occupation.*
5. *A home occupation cannot create pedestrian, automobile, or truck traffic in excess of the normal amount in the neighborhood.*
6. *The site cannot be used for motor vehicle repair, a beauty shop or a barber shop. A home occupation cannot include a sales room open to visitors or an office open to visitors.*
7. *There cannot be any on-site advertising of the name or address of the home occupation.*

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*There cannot be any sale of merchandise which attracts persons to the premises.*

8. *There can be no more than two home occupations in any dwelling unit.*

## **Can I park my business vehicle and equipment at home?**

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Yes, although there are some restrictions. Refer to *Information Bulletin No. 17: Prohibited Vehicles & Equipment in Residential Zoning Districts*, for more information.

## **Do I need a business license?**

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Yes. With the exception of home occupations for nonprofit organizations, a business license is required.

A business license can be obtained at the following address:

*City of Salinas  
Department of Finance  
200 Lincoln Avenue  
Salinas, CA 93901*

To apply for a business license, simply complete a *"Business License Application"* available at the Department of Finance. The Finance Department will refer you to the Department of Community Development to make sure the home occupation is permitted. If permitted, a Home Occupation Permit will be issued.

Following approval from the Department of Community Development, you must pay a business license fee. A temporary business license is then issued. Your original business license will be mailed to you.

Obtaining a business license usually takes about 30 minutes.

## **How can I get more information?**

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For information about a business license, call the Department of Finance at 758-7211. For information about zoning regulations for home occupations, call the Department of Community Development at 758-7206.

You may also refer to *Section 37-147* of the Salinas Zoning Code for regulations on home occupations.

## **Related Information Bulletins**

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<b>Information Bulletin</b>	<b>Description</b>
6	How to Appeal a Decision of the Community Development Director or Planning Commission
14	Fees, Publications & Services
16	Recreational Vehicle Storage in Residential Zoning Districts
17	Prohibited Vehicles & Equipment in Residential Zoning Districts.

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