



Administrative Services- Licensing
 130 South Main Street
 Lake Elsinore, CA 92530
 PH 951.674.3124 x 302
 FAX 951.471.0052

OFFICE USE ONLY	
BUSINESS LICENSE NO:	
BUSINESS NO:	
BUSINESS ID:	

BUSINESS LICENSE APPLICATION - HOME BASED

(Home Occupation Permit must be approved prior to the issuance of your license)

BUSINESS NAME:	BUSINESS PHONE:
CORPORATE NAME (If applicable)	ARE YOU THE PROPERTY OWNER: YES NO
LOCATION ADDRESS:	ZIP:
EMAIL ADDRESS:	
BUSINESS DESCRIPTION:	

MAILING ADDRESS IF DIFFERENT THAN ABOVE

ADDRESS			
CITY	STATE	ZIP:	
<input type="checkbox"/> CORPORATION	<input type="checkbox"/> SOLE PROPRIETOR	<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/> TRUST
<input type="checkbox"/> NON-PROFIT	<input type="checkbox"/> CORP - LTD LIABILITY	<input type="checkbox"/> OTHER	

BUSINESS INFORMATION

FEDERAL TAX ID:	OR EIN#	SELLERS PERMIT#
STATE CONTRACTORS LICENSE:	TYPE:	EXP.
PLEASE ATTACH COPIES OF THE FOLLOWING IF APPLICABLE:		
<input type="checkbox"/> FICTITIOUS NAME STATEMENT	<input type="checkbox"/> SELLERS PERMIT/RESALE NUMBER	<input type="checkbox"/> HEALTH PERMIT
<input type="checkbox"/> OTHER		

OWNER INFORMATION-CONFIDENTIAL

OWNER/OFFICER NAME:	Alternate Phone or Cell Number:		
ADDRESS:			
CITY	STATE	ZIP	TITLE
OWNER/OFFICER NAME:	Alternate Phone or Cell Number:		
ADDRESS:			
CITY	STATE	ZIP	TITLE

LICENSE FEE SCHEDULE*	
GENERAL -	\$72.00 YEAR
PROFESSIONAL -	\$94.00 YEAR
CONTRACTORS - A & B	\$108.00 YEAR
C & D	\$ 65.00 YEAR
LICENSE FEES DUE	
License fee*	_____
State CASp fee	\$4.00
Home Occ Permit	\$20.00
Process Fee	\$38.00
Total Due	_____

I declare under penalty of perjury that the statements made in this application are true. I acknowledge and understand that the Business License Certificate issued by the City of Lake Elsinore is a receipt evidencing that I have paid the City of Lake Elsinore Business License Tax imposed under Section 5.08 of the Lake Elsinore Municipal Code for the period indicated. Issuance of the certificate does not entitle me to carry on the business without complying with all other City building and zoning ordinances and all other applicable laws.

Applicant Signature/Date _____
 Planning Approval/Date _____
 License Approval /Date _____

**COMMUNITY DEVELOPMENT DEPARTMENT
HOME BASED BUSINESS PERMIT REGULATIONS**

A home occupation may be engaged in provided that such occupation is only incidental and secondary to the use of residences for residential purposes and upon approval by the Planning Division. Acceptance of an application does not constitute indication by the City of approval. All home occupations shall comply with the following regulations. Violations of these regulations shall be cause for immediate revocation of the permit and the applicant shall be subject to penalties as provided in the Municipal Code.

1. There shall be no direct sales or display of products either wholesale or retail on the premises.
2. The use shall not generate pedestrian or vehicular traffic beyond that normal to the district or neighborhood in which it is located, considering both type and frequency of such traffic.
3. The use shall not involve the use of commercial vehicles for delivery of materials to or from the premises, other than delivery services such as UPS or FED EX which may normally be expected to serve a residential area.
4. No signs shall be displayed in connection with the home occupation, and there shall be no advertising which can be construed as encouraging customers, clients or the public to visit the premises.
5. There shall be no alteration of the residential character of the premises and in no way shall the appearance of the dwelling or an accessory building be so altered, or the conduct of the occupation be such that the premises, dwelling, or accessory building may be reasonably recognized as servicing a nonresidential use (either by materials, construction, color, lighting, sign, sounds or noise, vibrations, etc.).
6. There shall be no use of utilities or community facilities beyond that normal to the sue of the property for residential purposes as defined in the district.
7. Storage and parking of vehicles on the premises, used in conjunction with the home occupation shall be limited to automobiles and light trucks, not exceeding one and a half ton capacity.
8. No vehicle or trailer displaying signs shall be parked in a manner that would attract or draw attention to the premises.
9. Any trailer or other towed vehicles used in conjunction with the home occupation shall be parked or stored behind the required front yard setback and shall be screened from any public right-of-way.
10. No person shall work at the subject premises, or report for work at the subject premises, as part of the home occupation, other than members of the resident family who permanently reside on the premises.
11. The home occupation shall not involve maintenance of an office that is open to persons other than members of the resident family who permanently reside on the premises.
12. The garage shall neither be altered nor used so as to reduce the number of parking spaces required by the district within which the use is located.
13. There shall be no outside storage of stock, merchandise, scrap supplies, or other materials on the premises.
14. Storage of any hazardous, toxic, or combustible materials associated with the business operation shall be prohibited.

I/we have read the above City of Lake Elsinore home occupation regulations, and understand that failure to comply could subject me to penalties as provided in the Municipal Code as well as possible revocation of my business license.

Applicant Signature/Date _____ *Co-Applicant Signature/Date* _____

COMMUNITY DEVELOPMENT USE ONLY

APN NO. _____

Comments: _____