



**CITY OF SAN LEANDRO**

Community Development Department · Planning Services

835 East 14th Street · San Leandro, CA 94577

(510) 577 – 3325 · [www.sanleandro.org](http://www.sanleandro.org)

Hours: Monday – Thursday 8:30 am – 3:00 pm; Friday by appointment

**HOME OCCUPATION  
FACT SHEET**

*Please read before completing the application*

**Definition** A Home Occupation is an occupation conducted in a dwelling unit, the portion of a garage not required for off-street parking, or an accessory building in a residential district that is incidental to the principal residential use of a lot or site and which meet the conditions of Section 2-514 of the San Leandro Zoning Code.

**Required Conditions** All Home Occupation Permits are subject to initial and continued compliance with the following regulations of Section 2-514 of the San Leandro Zoning Code:

1. No one other than a resident of the dwelling shall be employed on-site or report to work at the site in the conduct of a home occupation. This prohibition also applies to independent contractors.
2. There shall be no interior or exterior activity related to the home occupation inconsistent with or interfering with residential use of the property or detrimental to property in the vicinity.
3. A home occupation shall be conducted entirely within a building and shall occupy no more than the lesser of 500 square feet or 25 percent of the floor area. No outdoor storage of materials or supplies shall be permitted in conjunction with the home occupation.
4. The existence of a home occupation shall not be apparent beyond the boundaries of the site, and no home occupation shall involve the use of a sign.
5. A home occupation shall comply with the performance standards prescribed by Section 4-1670, provided that no noise shall be perceptible at or beyond the property line.
6. A home occupation shall not create pedestrian, automobile, or truck traffic detrimental to property in the vicinity. All deliveries of materials related to a home occupation shall be by the U.S. Postal Service or similar carrier, or by means of vehicles customarily kept on the site by the permit holder or family members.
7. A home occupation shall not result in a reduction or elimination of any required parking space.
8. Any vehicle or vehicles used in conjunction with the home occupation or with any related business activity shall be parked in a manner so as not be visible from a public street. This limitation shall not apply to standard passenger vehicles or trucks and vans of 3/4-ton or less in size, so long as no advertising of the home occupation.
9. No advertising of the home occupation, including business cards, shall include the home address.

The permit for a home occupation that is not operated in compliance with these regulations shall be revoked by the Zoning Enforcement Official after 30 days' written notice unless the home occupation is altered to comply.

**Application and Fee** Please complete the Home Occupation Application including the supplemental questions. Submit the application with your Business License application to the City of San Leandro Finance Department. The fee for processing a Home Occupation Application is found on the current fee schedule and is separate from the Business License fee. Please make checks payable to the City of San Leandro.

**Expiration and Renewal** A Home Occupation permit shall remain effective with the issuance and annual renewal of the required business license.

**Appeals** Decisions of the Zoning Enforcement Official may be appealed to the Board of Zoning Adjustments by the applicant or any interested party.