City of Chino Hills
Community Development Department
Planning Division
14000 City Center Drive
Chino Hills, CA 91709
(909) 364-2640 Fax (909) 364-2675
www.chinohills.org

HOME OCCUPATION PERMIT APPLICATION

APPLICANT INFORMATION

Applicant's Name: _____

Fictitious Business Name: _____

Telephone Number: _____ Fax Number: _____

Mailing Address: _____
Address City Zip Code

Property Address: _____
Address City Zip Code

BUSINESS DESCRIPTION

Fully describe the proposed business (i.e. hours of operation, type of work performed, location where work will be performed, frequency of deliveries or visits by clients, etc.):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Describe and provide the license plate number for the vehicle, if any, to be used and/or stored on the property in connection with the business (*only one vehicle* may be parked or stored on the property in connection with the business):

_____
_____

Applications and fees are subject to change. Please visit our website for the most current version of this application.

List all materials and equipment to be used and/or stored on the property in conjunction with the business (please note that no more than 500 square feet may be used in connection with the business including storage):

_____

_____

_____

_____

Describe how contacts are made with clients and type of advertising (**NO** advertisement shall be placed in any media containing the address of the property):

_____

_____

_____

_____

_____

HOME OCCUPATION PERFORMANCE STANDARDS

Per Development Code Chapter 16.56.050, the following performance standards shall apply to all business uses of a single-family or multi-family residence and to all home occupations and shall be in effect at all times:

1. All businesses and home occupations shall obtain and have renewed annually a business license through the City of Chino Hills.

2. Home occupation uses shall be incidental to the primary use of the structure as a residential use and shall not detract from the residential character of the neighborhood. No more than five hundred (500) square feet of floor area of the dwelling unit may be used in connection with a home occupation or for storage purposes in connection with a home occupation.

3. **Only** individuals permanently residing on the premises shall be employed in the home occupation.

4. There shall be no exterior indication of the home occupation or variation from the residential character of the principal building.

5. There shall be no exterior operations, storage, or display of materials to be used in conjunction with a home occupation.

6. There shall be no signs, banners, or flags displayed which would be visible from outside the dwelling unit.

7. There shall be no process, procedure, substance, or chemical used which is hazardous to public health, safety, morals, or welfare.

8. Visitors, customers, or deliveries shall not exceed that normally and reasonably occurring for a residence.

9. No home occupation activity shall produce noxious matter, vibrations, glare, dust, electrical interference, or perceptible noise beyond the lot line.

10. No advertisement shall be placed in any media containing the address of the property.

11. Commercial vehicles and/or equipment exceeding twenty-five (25) feet in length or eight (8) feet in height or ninety (90) inches in width shall not be parked or stored upon any street or property within a residential zone. (Chapter 8.12.020 of the Municipal Code)

APPLICANT ACKNOWLEDGEMENT

I hereby certify, under the penalty of perjury, that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief. Furthermore, I have read and fully understand the Home Occupation Performance Standards and will comply fully with each standard as it pertains to my business. Failure to comply with these standards may result in the suspension and/or revocation of the Home Occupation Permit.

I also certify that I am the property owner or am authorized by the property owner to establish the proposed business at this address.

Signature: _____ Date: _____

THIS SPACE FOR STAFF USE ONLY

Planning: □ Approved □ Denied

Classification #: _____

Conditions:

_____

Planner Signature Date

Home Occupation Permit #: _____

Pay Code	Acct. #
J3	001-0000-334-5010

Receipt #: _____