



## HOME OCCUPATION PERMIT

**Definition of Home Occupation** - A business activity conducted solely by the occupants of a particular dwelling unit as defined in Chino Hill Municipal Code Chapter 16.56 Home Occupation Permits. Home occupations are uses that do not interrupt or interfere with the nature or residential character of the residential neighborhood.

### GENERAL INFORMATION (Please Type or Print)

Name of Proposed Business:	Contact Phone:
Applicant Name:	Email Address:
Location (Address) of Home Occupation:	
Property Owner Name (if different from Applicant):	Contact Phone:
Property Owner Address:	

### PROJECT/BUSINESS DESCRIPTION

Describe your <u>proposed business (in detail)</u> , <u>type of work being performed</u> and <u>hours of operation</u> :	
Location & square footage where work will be performed: <input type="checkbox"/> Garage – (Sq. Ft. _____) <input type="checkbox"/> Interior Office – (Sq. Ft. _____)	Total Dwelling Square Footage: _____ <i>Maximum of 400 Sq. Ft. or 20% of total dwelling whichever is less</i>
Frequency of on-site deliveries (per week):	Frequency of client visits (per week):
Describe any materials/equipment used in business:	
Does business involve use of chemicals/hazardous materials? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe:	
Business Vehicle (Model/Year/Color/License Plate #):	
Describe how contacts are made with clients and type of advertising:	

**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 as well as the Conditions of Approval listed on the backside of this application and will comply fully with each standard and condition of approval as it pertains to my business. Failure to comply with these standards and conditions of approval 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.

I also certify that my Home Owner's Association has approved my home business, or that I don't have a Home Owner's Association.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

### THIS SECTION FOR CITY USE ONLY:

Tract / Lot / APN(s):	Zoning:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied   HOP #:	Date:
Planner Signature:	Pay Code: J3    Acct. #: 001-0000-334-5010    Receipt #:

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



## HOME OCCUPATION PERMIT

### CONDITIONS OF APPROVAL

**Home Occupation Performance Standards** – Pursuant to Chino Hills Municipal Code Section 16.56.020, the following performance standards shall apply to all business uses of a single-family residence and to all home occupations and shall be in effect at all times.

- 1) The applicant is required to obtain a City Business License from the City of Chino Hills Business License Division (Finance Department) prior to the conduct of the subject home occupation. The applicant shall annually renew and maintain his/her business license with the Business License Division; otherwise the Home Occupation Permit shall expire. Failure to obtain a City Business License for home occupation will void Home Occupation Permit approval.
- 2) The home occupation use shall not detract from, or impede, the primary use of the property as a residential dwelling or the residential character of the surrounding neighborhood.
- 3) There shall be no exterior operations, storage, or display of materials to be used in conjunction with a home occupation.
- 4) The total floor area used for the business, including any storage areas or areas within accessory structures, shall not exceed 20 percent of the total dwelling or 400 square feet, whichever is smaller.
- 5) None of the area used in connection with the home occupation shall be located within a required garage parking space.
- 6) No person other than a resident of the dwelling shall be employed on-site or report to work at the site in conduct of the home occupation
- 7) There shall be no signs, banners, or flags displayed which would be visible from outside the dwelling unit, except as indicated in Section G of this section below.
- 8) Only one vehicle associated with the home occupation no larger than 20 feet in length, 8 feet in height or 90 inches in width may be stored at the home and must be fully parked either in the garage or driveway of the home. Said vehicle may display the name and logo of the HOP business on the two side panels of the vehicle provided the display is no larger than 18 inches in width and 12 inches in height per side.
- 9) No advertisement shall be placed in any media containing the address of the property.
- 10) Visitors or customers shall be limited to three persons per day.
- 11) Deliveries to or from the HOP residence shall not exceed more than three per day and shall not involve the use of commercial vehicles except for Fed Ex, UPS or similar home delivery vehicle.
- 12) The residence shall not be used as a retail storefront (i.e. potential customers shall not visit the premises to browse merchandise) although pursuant to Section 16.56.020, Performance Standards, occasional visits by clients to complete paperwork, tender payment, and/or take delivery of products previously ordered is permissible.
- 13) Access to the HOP residence by customers may be subject to disabled access requirements. Permittee is directed to contact the City of Chino Hills Building Division prior to accepting customers at the HOP Residence.
- 14) There shall be no process, procedure, substance or chemical used which is hazardous to public health, safety, or welfare.
- 15) Storage of flammable or hazardous materials is prohibited. Proposed materials are subject to review and approval by the Chino Valley Fire District.
- 16) Utility changes shall not be made in any non-communications utility line, meter or service to accommodate a home occupation, and utility use shall not reasonably exceed that normally or previously used at the residence.
- 17) No home occupation activity shall produce noxious matter, vibrations, glare, dust, electrical interference, or perceptible noise beyond the property line.
- 18) All home occupation activities must be in full compliance with applicable Federal, State and County regulations, and must demonstrate such compliance as requested by the City.
- 19) Cottage food operation shall comply with California Health and Safety Code Section 113758.

**Additional Project Specific HOP Conditions:**




**Business License Division**  
 14000 City Center Drive, Chino Hills, CA 91709  
 (909) 740-3187  
 Email: [communitydevelopment@chinohills.org](mailto:communitydevelopment@chinohills.org)

OFFICIAL USE ONLY	
Date Received:	
Staff:	
Zoning Review:	<input type="checkbox"/> Use Permitted <input type="checkbox"/> N/A
Fee:	
<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check #	

## BUSINESS LICENSE APPLICATION

ALL FIELDS ARE REQUIRED TO BE FILLED IN

- New Business**     
  **Business Name Change Only** (No Ownership Change)     
  **New Ownership or New Address** (Process as New License & Close Acct # )

### BUSINESS INFORMATION (Please Type or Print Legibly)

Business Name (dba): \_\_\_\_\_  
 Corporate/LLC Name (if applicable): \_\_\_\_\_  
 Physical Location: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Website: \_\_\_\_\_  
 # of Employees & Owners: \_\_\_\_\_ Operating Date: \_\_\_\_\_

### DETAILED BUSINESS DESCRIPTION

**Staff Use Only:** Permit #: \_\_\_\_\_  
 Description: \_\_\_\_\_

### OWNER(S)/OFFICER INFORMATION (Attach additional sheets if necessary)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### QUESTIONNAIRE

Is this business conducted from your home in the City of Chino Hills?  Yes  No  
*If Yes, a Home Occupation Permit is required.*

If you answered **NO** to the previous question, where is the business located?  
 Within the City of Chino Hills       Outside the City of Chino Hills

Are you a general contractor or sub-contractor?  Yes  No  
*If Yes, Type: \_\_\_\_\_ License #: \_\_\_\_\_ Expiration: \_\_\_\_\_*

Are you an honorably discharged veteran selling tangible goods?  Yes  No  
*If yes, complete a Claim for Veterans Exemption from Business License Fees (<https://www.chinohills.org/documentcenter/view/15741>)*

Is this business non-profit (501(c)3)?  Yes  No *If Yes, please provide proof.*

### CERTIFICATION ( \* Contact information required for the person completing the application)

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS PERTAINING TO BUSINESS OPERATIONS AND THE CITY OF CHINO HILLS AND CHINO VALLEY FIRE DISTRICT CODES AND REGULATIONS.

**Name (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**\*Phone:** \_\_\_\_\_ **\*Email:** \_\_\_\_\_

Notice: 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 from the following agencies: Division of the State Architect, Department of Rehabilitation, or The California Commission on Disability Access.