



Community Development Department
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Date: _____
 Result: Approved Denied
 HOP #: _____
 Processed By: _____

HOME OCCUPATION PERMIT

This application is required for all businesses being operated from a residential dwelling unit within the City of Chino Hills.

PROPOSED BUSINESS INFORMATION

Business Name (dba): _____

Detailed Description of Operations: _____

Days & Hours of Operation: _____ Company Website: _____

BUSINESS OWNER(S) INFORMATION (Attach additional sheet if necessary)

Owner Name: _____ Phone: _____

Address: _____ Email: _____

Owner Name: _____ Phone: _____

Address: _____ Email: _____

LOCATION INFORMATION

Location Address: _____ Unit #: _____

Total Square Feet of Dwelling: _____

Area in Residence Where Work Will be Performed and Materials and/or Equipment Located*: Interior Office (Sq. Ft. _____) Garage (Sq. Ft. _____)

** Maximum 400 Sq. Ft. or 20% of total dwelling Sq. Ft., whichever is less, inclusive of any storage or garage space being used. Garage space may only be utilized if the home occupation does not impact the required parking.*

Property Owner Name: _____

Address: _____

Phone: _____ Email: _____

Management Company: (If different than property owner) _____

Address: _____

Phone: _____ Email: _____

APPLICATION CONTINUED ON NEXT PAGE

QUESTIONNAIRE:

1) Is the business being relocated from another location in Chino Hills? Yes No

IF YES: Previous Address: _____

2) Is this the only business being operated from the home? Yes No*

IF NO: Provide name(s) of **ALL** businesses operating from the home:

** A separate Home Occupation Permit may be required.*

3) Number of on-site deliveries per week? _____

4) Number of client visits per week? _____

5) Does the business involve the use/storage of chemicals/hazardous materials? Yes No

IF YES: List Chemicals: _____

Describe where & how chemicals will be stored? _____

6) Will any materials/merchandise be stored on-site? Yes No

IF YES: Fully describe type(s) of materials/merchandise: _____

Describe where & how materials will be stored? _____

7) Does the operation of the business involve the use of any devices, equipment, or machinery outside of standard office equipment? Yes No

IF YES: Fully describe the device(s)/machine(s)/equipment: _____

Where are the device(s) /machine(s)/equipment located on the property? _____

8) Will the business involve the sale of vehicles? Yes No

9) Will the business involve the mechanical repair/service of vehicles? Yes No

PERFORMANCE STANDARDS* *Read and initial each line item*

- 1) The applicant is required to obtain a City Business License from the City of Chino Hills Business License Division. The applicant shall annually renew and maintain his/her business license with the Business License Division; otherwise, the Home Occupation Permit shall expire. (Initial: _____)
- 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. (Initial: _____)
- 3) There shall be no exterior operations, storage, or display of materials to be used in conjunction with a home occupation. (Initial: _____)
- 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 less. (Initial: _____)
- 5) None of the area used in connection with the home occupation shall be located within a required garage parking space. (Initial: _____)

- 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. (Initial: _____)
 - 7) There shall be no signs, banners, or flags displayed which would be visible from outside the dwelling unit. (Initial: _____)
 - 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. (Initial: _____)
 - 9) No advertisement shall be placed in any media containing the address of the property. (Initial: _____)
 - 10) Visitors or customers shall be limited to three persons per day. (Initial: _____)
 - 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. (Initial: _____)
 - 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. (Initial: _____)
 - 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. (Initial: _____)
 - 14) There shall be no process, procedure, substance or chemical used which is hazardous to public health, safety, or welfare. (Initial: _____)
 - 15) Storage of flammable or hazardous materials is prohibited. Proposed materials are subject to review and approval by the Chino Valley Fire District. (Initial: _____)
 - 16) Utility changes shall not be made to any gas/electric/water line, meter or service to accommodate a home occupation, and utility use shall not reasonably exceed that normally or previously used at the residence. (Initial: _____)
 - 17) No home occupation activity shall produce noxious matter, vibrations, glare, dust, electrical interference, or perceptible noise beyond the property line. (Initial: _____)
 - 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. (Initial: _____)
 - 19) Cottage food operation shall comply with California Health and Safety Code Section 113758. (Initial: _____)
- * If multiple permitted HOP's are operating from the property, performance standards, including but not limited to, customer visits, deliveries, vehicles, and floor area, shall be the allowed combined total for all HOP's collectively. (Initial: _____)*

PROHIBITED HOME OCCUPATION USES: *Read and initial each line item*

The following businesses are not incidental to, or compatible with, residential activities, and are therefore prohibited from operating as a home occupation use. By initialing below, I acknowledge that I have read the prohibited home occupation uses and agree to not engage in any prohibited activities.

1. Adult-oriented businesses as defined by Chino Hills Municipal Code [Section 5.08](#) (Initial: _____)
2. Ambulance service (Initial: _____)
3. Ammunition reloading, including custom reloading (Initial: _____)
4. Auto security system installation on-site (Initial: _____)
5. Boarding house, bed-and-breakfast hotel, timeshare condominium (Initial: _____)
6. Carpentry, cabinet makers on-site (Initial: _____)
7. Ceramics (kiln of six cubic feet or more) on-site (Initial: _____)
8. Medical, dental or chiropractic clinics, including Acupuncture (Initial: _____)
9. Mortician, hearse service on-site (Initial: _____)
10. Massage practitioners, including mobile massage (Initial: _____)
11. Storage, repair, or reconditioning of motorized vehicles, large equipment, or household appliances on-site (Initial: _____)
12. Tow truck service (Initial: _____)
13. Veterinary uses (including boarding), unless otherwise permitted by the Municipal Code (Initial: _____)
14. Welding or metalsmithing services on-site (Initial: _____)

Any business or home occupation not compliant with [Section 16.56.020](#) Performance Standards and [Section 16.56.030](#) Permitted Home Occupation Uses or subsequently authorized by the Community Development Director or Planning Commission shall be prohibited. (Initial: _____)

APPLICATION CONTINUED ON NEXT PAGE

SUBMITTAL REQUIREMENTS: All of the documents below are required at time of submittal

- One (1) Copy** – Home Occupation Permit signed by Applicant AND Property Owner; or a copy of the “Property Owner Approval” statement above notarized by the property owner.
- One (1) Copy** - [Business Plan](#) or Statement of Operations.
Plan must include, at minimum,
 - List of **all** functions/services being offered/performed;
 - Description of any/all merchandise for sale; and
 - Method(s) of customer contact (i.e.: in-person, online, phone, etc.).
- One (1) Copy** - Completed [Business License Application](#)
- Application Fee** – Visit www.chinohills.org/businesslicense for current fees