



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:



Community Development Department
 Business License Division
 14000 City Center Drive, Chino Hills, CA 91709
 (909) 364-2740 / Email: communitydevelopment@chinohills.org

BUSINESS LICENSE APPLICATION

- New Business** **Renewal (In City Businesses ONLY)** (Acct #: _____)
- Business Name Change Only** (No Ownership Change) (Acct # _____)
- New Ownership or New Address** (Process as New License & Close Acct # _____)
- Home Occupation Permit Number** _____ (City Staff Use Only)

BUSINESS INFORMATION Please Type or Print Legibly

Business Name (dba): _____ SIC Code*: _____

Corporation LLC LLP Sole Proprietorship LP (Limited Partnership) GP (General Partnership)

Corporation Name (if applicable): _____

Physical Address:
 (include city, state, zip code) _____

Mailing Address:
 (if different from above) _____

Phone #: _____ Website: _____

of Employees & Owners: _____ Operating Date: _____

Detailed Business Description: _____

*Standard Industrial Classification (SIC) Code information can be found at <https://www.osha.gov/pls/imis/sicsearch.html>.

PROPERTY OWNER INFORMATION - In City & Home Occupation Businesses ONLY

Owner Name: _____

Address: _____

PROPERTY MANAGEMENT INFORMATION - In City & Home Occupation Businesses ONLY

Company Name: _____

Company Address: _____

Contact Name: _____

Phone #: _____ Email: _____

QUESTIONNAIRE – ALL APPLICANTS

- 1) Yes No **Is this business conducted from your home in Chino Hills?**
If Yes, a [Home Occupation Permit](#) is required per CHMC § 16.56.
- 2) Yes N/A **Do you hold a professional license (i.e.: contractor, cosmetologist, real estate, etc)?**
If Yes, Type: _____ License #: _____ Expiration: _____
- 3) Yes No **Are you an honorably discharged veteran selling tangible goods?**
If Yes, complete a [Claim for Veterans Exemption from Business License Fees](#) form.
- 4) Yes No **Is this business "Not For Profit"?** *If Yes, documentation required.*

QUESTIONNAIRE - In City & Home Occupation Businesses ONLY

- 5) Yes No **Will the business operations include any work, use or storage activities outside of a fully enclosed building?**

- | | | | |
|-----|------------------------------|-----------------------------|---|
| 6) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include discharging of any waste, waste water, or rinse water to the ground, street, or storm drain? |
| 7) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include any use, processing, handling, storage, and/or discharge of chemicals of any kind, including hazardous chemicals or solvents? |
| 8) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include the generation of any hazardous chemicals and/or hazardous waste? |
| 9) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include storage of more than 5 gallons of any flammable liquids? |
| 10) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include vehicle painting, spray painting or powder coating? |
| 11) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include any sanding, cutting, shaping of wood, metals, plastic, or other products producing combustible dust and/or fibers? |
| 12) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include any repairs and/or maintenance of vehicles? |
| 13) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include any washing of equipment or vehicles? |
| 14) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include the preparation of food and/or beverages? |
| 15) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is the on-site sewer system equipped with a clarifier or grease interceptor? If so, what size? |
| 16) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Has a Water Quality Management Plan (WQMP) been prepared for the property? |
| 17) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include any storage of rolled paper, bundled cardboard, baled paper, baled hay/straw, or similar products? |
| 18) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business operations include any fuel dispensing including gasoline, diesel, compressed natural gas, liquefied natural gas, liquefied petroleum (propane) or hydrogen gas? |
| 19) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the business be sharing space with another business? |
| 20) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is this a food service, gas station, animal keeping, commercial or industrial business?
If Yes, additional documentation is required. |
| 21) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is the business and/or business operation required to obtain a storm water permit under the NPDES Permit Program for discharges associated with industrial activities? If Yes, provide all primary SIC codes and WDID, NONA or NEC codes applicable to facility(ies) operated as part of the business and attach the corresponding WDID, NONA or NEC. |
| 22) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If the answer was "Yes" for questions 5-21, list the question number and fully describe/explain ALL "Yes" answers in the area provided below. Use a separate sheet if necessary.
PROCESSING WILL BE DELAYED IF THE APPLICATION IS MISSING THIS INFORMATION. |

RESPONSES TO QUESTIONNAIRE – Attach additional sheets if necessary

COMPANY OWNER/OFFICER INFORMATION – Attach additional sheets if necessary

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

AGENT FOR SERVICE OF PROCESS – Required for businesses using a PO Box instead of the home address

Business & Professions Code § 17538.5

Any person conducting business from their home residence is not required to disclose the residence address if both of the following conditions are satisfied:

- (A) The person's current business street address or home address is contained in a United States Postal Service (USPS) Form 1583 that is filed with the USPS.
- (B) The person has signed an acknowledgement form authorizing a commercial mail receiving agency (CMRA) to act as that person's agent for service of process.

A copy of each of the fully executed documents is required at time of application submittal.

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

- 1) I DECLARE UNDER PENALTY OF PERJURY THAT ALL INFORMATION PROVIDED IS TRUE AND CORRECT.
- 2) IF USING A PO BOX INSTEAD OF HOME ADDRESS, I HAVE READ AND AGREE TO THE "AGENT FOR SERVICE OF PROCESS" SECTION ABOVE AND HAVE PROVIDED THE CITY WITH A FULLY EXECUTED COPY OF USPS FORM 1583 AND AN ACKNOWLEDGEMENT FORM.
- 1) I AGREE TO COMPLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS, AND THE CITY OF CHINO HILLS AND CHINO VALLEY FIRE DISTRICT CODES AND REGULATIONS.
- 2) I FURTHER UNDERSTAND THAT THIS DOCUMENT IS CONSIDERED A "PUBLIC RECORD" AND MAY BE RELEASED PER THE "CALIFORNIA PUBLIC RECORDS ACT" (CPRA) (CA GOV § 6250-6270.7).

Signature: _____ Date: _____

Print Name: _____

Email: _____ Phone Number: _____

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.

CITY STAFF USE ONLY

Zoning Review: Use Permitted N/A

Date Reviewed: _____ Reviewed By: _____

Environmental Review: SIC/NAICS Code _____ Subject to NPDES IGP Requirements N/A

NPDES IGP Document Attached per SB 205 WDID _____ NONA ID. _____ NEC ID. _____

Date Reviewed: _____ Reviewed By: _____