



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:

CITY OF CHINO HILLS

14000 City Center Dr, Chino Hills, CA 91709

Phone (909) 364-2670

\$97.00 ONE YEAR**Renewal Fee \$14.00 Per Year****BUSINESS LICENSE APPLICATION**

Fee includes \$4.00 State Fee per AB 1379

MARK ONE: _____ NEW BUSINESS _____ CHANGE OF OWNERSHIP _____ CHANGE OF ADDRESS OPERATING DATE ____/____/____

NAME OF BUSINESS (DBA):			BUSINESS PHONE NO.	
STREET ADDRESS	SUITE	CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT FROM BUSINESS LOCATION)				

OWNER(S) OR PRINCIPAL OFFICER INFORMATION

OWNER'S NAME		HOME PHONE NO.	E-MAIL ADDRESS	
OWNER'S ADDRESS	SUITE	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NO.		
OWNER'S NAME		HOME PHONE NO.	E-MAIL ADDRESS	
OWNER'S ADDRESS	SUITE	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER		DRIVER'S LICENSE NO.		

GENERAL INFORMATION

FEDERAL I.D. NO.	RESALE SALES TAX NO.	HEALTH PERMIT NO.
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TYPE OF OWNERSHIP

SOLE PROPRIETORSHIP
 PARTNERSHIP
 CORPORATION
 LIMITED LIABILITY CORP.

Question Number 1: Is this business conducted from your home in the City of Chino Hills?

- Yes, a Home Occupation permit is required.
 No.

Question Number 2: If your answer to Question Number 1 was No, is this business located within the City of Chino Hills?

- Yes. Zoning verification approval and a Certification of Occupancy is required prior to obtaining a business license. Please read the back of this form.
 No.

Question Number 3: Are you a contractor?

- Yes, please provide the following information:
 Contractor Type: _____ Lic. #: _____ Exp. Date: ____ / ____ / ____
 No.

Question Number 4: Are you a non-profit?

- Yes, please provide proof of non-profit

Are you an honorably discharged US Veteran?

- Yes. Please complete Claim for Veterans Exemption from Business License Fees

DESCRIPTION OF BUSINESS - BE SPECIFIC

Description of business :

CERTIFICATION

I DECLARE UNDER PENALTIES OF PERJURY, THAT THIS APPLICATION HAS BEEN COMPLETED BY ME TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE, CORRECT, AND COMPLETE STATEMENT OF FACTS. I AGREE TO COMPLY WITH ALL APPLICABLE STATE AND CITY LAWS PERTAINING TO BUSINESS OPERATIONS AND BUILDING, FIRE AND DEVELOPMENT CODE REQUIREMENTS.

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 _____

NAME (PRINT) _____

TITLE _____

DO NOT WRITE BELOW - CITY USE ONLY

HOP Issued: Yes _____ No _____ HOP # _____ Classification _____

ZONING VERIFICATION REVIEW

Complete this side only if you answered yes to question number 2.

This consistency review is required in order to obtain a Business License. It is not an approval to occupy the structure. It does not imply that the site or building complies with City Code requirements, nor does it relieve the business/owner from any other applicable City requirements or external agency permits.

Conditional Use Permit (CUP) may be required to establish the proposed use.

A Certificate of Occupancy is required prior to approval of this application.

Closure of related Code Enforcement case for this specific address/tenant space will be required prior to establishment of any use.

Section 111.1 2010 California Building Code

Use and Occupancy. No building or portion of a building, lease space, office space and/or tenant space shall be used or occupied, and no change of occupant, ownership or business entity shall be permitted until such time as a Certificate of Occupancy has been applied for and approved by the Building Official.

I have read the above and understand I must obtain a Certificate of Occupancy before the business license will be issued.

Applicant Signature

Date

DO NOT WRITE BELOW - CITY USE ONLY

ZONING REVIEW

Business address is located in the _____ Land Use Zone District

_____ Permitted. Business License may be issued

_____ Nonconforming. Business License may be issued. The proposed business is a continuation of a nonconforming use. If the building becomes vacant for over 6 months, the proposed business loses its nonconforming status and all uses thereafter must conform to the Development Code.

_____ Conditional Use Permit Required. Business License may NOT be issued until CUP has been obtained.

_____ **Not Permitted.** A business license may NOT be issued. The proposed use is not allowed in the zoning district.

Planner Initials _____

Date _____

BUILDING DIVISION REVIEW

_____ Certificate of Occupancy provided.

Building Division approval

Initials

Date