



## APPLICANT'S GUIDE

### HOME OCCUPATION PERMIT

#### INTRODUCTION

A Home Occupation Permit is required for the conduct of limited business or professional activities in residentially zoned areas. Your business must be conducted in a manner that maintains the quality of life and property values in the neighborhood and does not change the residential appearance, character and use of your home. Applications for clearance for businesses which fully conform with the criteria may be approved administratively, and do not require a special permit. These criteria are contained in Section 11.11.030.H of the Municipal Code of the City of La Cañada Flintridge.

#### APPLICATION REQUIREMENTS

The following items must be submitted when applying for a Home Occupation Permit:

- A. Completed Home Occupation Permit form with application fee of \$25.00.
- B. Completed Business License application with appropriate fee. One check may be submitted for both fees. Checks should be made payable to the City of La Cañada Flintridge.
- C. Written statement fully describing the nature of the business activity, method of contact with clients/customers, method of delivery of goods and services, area of residence to be used for home occupation activities, etc.

#### PROCESSING YOUR APPLICATION

- A. **Application Submittal:** After you have completed your application materials, mail or bring them to the City Clerk's office.
- B. **Staff Review of Application:** Your application materials will be reviewed for conformity with the Home Occupation Ordinance criteria. A site visit may be required to fully assess the situation.
- C. **Decision on Request:** A decision on your request will be made by the Director of Community Development. The decision could be approval, approval with conditions or review under requirements for a special permit.
- D. **Appeal:** If you or someone interested in the matter disagrees with the decision, an appeal can be filed with the Planning Commission.



# CITY OF LA CAÑADA FLINTRIDGE

1327 Foothill Blvd., La Cañada Flintridge, CA 91011 • Attn: Business License Department • (818) 790-8880

## APPLICATION FOR HOME OCCUPATION PERMIT

### I. APPLICANT INFORMATION - Please complete:

Applicant's Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
 Applicant's Address \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
 \_\_\_\_\_  
 Property Owner's Name \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
 Owner's Address \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
 Name of Business or Activity \_\_\_\_\_  
 Description of Business Activity \_\_\_\_\_

### II. ZONE REQUIREMENTS - Please read carefully and check the appropriate boxes:

1. Is the sum of the area of all interior space(s) which will be used for the home occupation less than 20% of the combined total floor area of the dwelling unit and accessory structures?  Yes  No
2. Will all aspects of the proposed use be conducted entirely within an enclosed structure?  Yes  No
3. Will employment of help at this location be limited to members of the family residing at the residence and/or one non-resident?  Yes  No
- 3 a. Is there an additional on-site parking space available for the non-resident?  Yes  No
4. Will there be goods, samples, materials or objects publicly displayed or sold on the premises?  Yes  No
5. Will there be a discernable increase in pedestrian or vehicular traffic as a result of the home occupation?  Yes  No
6. Is any portion of any garage used for home occupational purposes except work or storage areas which do not conflict with parking spaces?  Yes  No
7. Are there any signs posted on the premises which identify the home occupation use?  Yes  No
8. Will this business cause a significant and/or sustained increase in noise above normal activities for a single family residence?  Yes  No
9. Approximately how many hours per week will this business will be operating at this location? \_\_\_\_\_

### III. AUTHORIZATION AND AFFIDAVIT - Please complete, sign and date:

A. I/We \_\_\_\_\_ (property owner) am/are the owner(s) of the property located at \_\_\_\_\_ (address) and hereby authorize this application for a home occupation clearance to be submitted to the City of La Cañada Flintridge.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

B. I/We \_\_\_\_\_ (applicant) do hereby certify that the information submitted on and attached to this form is accurate and fully descriptive of the home occupation use proposed. I/We have read and understood Section 11.11.030.H of the Municipal Code of the City of La Cañada Flintridge and believe that the proposed home occupation will not violate any portion of said ordinance.

I/We further acknowledge that all laws and regulations of the State of California and City of La Cañada Flintridge shall be complied with. I/We acknowledge that this Home Occupation Permit does not relieve us of our responsibility to obtain permits from other agencies and, if required, these permits shall be obtained.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### IV. PERMIT AUTHORIZATION - CITY USE ONLY

- Approved.
- Approved with Conditions:
- Denied. Explanation:

\_\_\_\_\_  
Signature of Planning Director

\_\_\_\_\_  
Date

### NOTES: