



# IN-HOME BUSINESS APPLICATION

Community Development Department, Planning Division

125 East College Street • Covina, California 91723 • (626) 384-5450

## GENERAL INFORMATION

Business Name \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Phone/E-mail \_\_\_\_\_

Address \_\_\_\_\_

Property Owner's Name (PRINT) \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_

Property owner's signature is required if different from applicant's name, or a signed statement from the owner approving such use of the dwelling must be submitted with this application.

## BUSINESS ACTIVITY DESCRIPTION

Provide a detailed description of the business and its operation. Examples of information are:

What part of dwelling (location and square footage) is being used? \_\_\_\_\_

What business equipment is used? \_\_\_\_\_

What make and model of vehicle, if one is used? \_\_\_\_\_

Where is the vehicle stored? \_\_\_\_\_

Do you have deliveries to the home? \_\_\_\_\_ How many times a week deliveries are made to the house \_\_\_\_\_

Have you set up a P.O. Box for business mail? \_\_\_\_\_ What is its location? \_\_\_\_\_

Does your business generate noise? \_\_\_\_\_ What type of noise? \_\_\_\_\_

What materials are used for your business? \_\_\_\_\_

Where do you store your material? \_\_\_\_\_

Additional business description \_\_\_\_\_

## APPLICANT'S ACKNOWLEDGEMENT

I DECLARE UNDER PENALTY OF PERJURY, THAT THE ABOVE APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT I WILL OPERATE MY BUSINESS ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND CITY LAWS AND REGULATIONS. I FURTHER UNDERSTAND THAT ANY FALSE STATEMENTS MADE ABOVE ARE GROUNDS FOR DENIAL OR REVOCATION OF THE BUSINESS LICENSE

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ACTION – FOR STAFF USE ONLY**

APPROVED

DENIED

BY: \_\_\_\_\_  
PRINT NAME DATE

**CONDITIONS OF APPROVAL:**

1. In-Home Business license is not valid if a City Business License is not obtained or renewed and the fee has not been paid.
2. A change of residence in the City or a change in the type of business requires a new In-Home Business license.
3. Applicant's signature for compliance with In-Home Business Regulations CMC Section 17.26.035. (page 3)
4. \_\_\_\_\_
5. \_\_\_\_\_



# IN-HOME BUSINESS LICENSE REGULATIONS

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## DEFINITION AND STANDARDS

An in-home business as defined in CMC 17.04.325 may be conducted from a residence subject to the following requirements:

1. No customers or clients or prospective customers or clients shall visit the site to conduct or consider business;
2. No sales, delivery or storage of merchandise shall be permitted at the residence except for limited storage of arts and crafts products made at the house;
3. The business shall not interfere with the use of the garage for parking purposes;
4. No commercial or identifying signs shall be used. The residential address shall not be used for advertising purposes or on any business stationery, fliers, cards or handouts;
5. In no way shall the appearance of the structure or the activity therein be altered or conducted such that the structure can be reasonably recognized as serving a nonresidential purpose;
6. The business shall not cause environmental disturbances such as noise, odors, glare, smoke, temperature changes, electrical interference, and ground water pollution;
7. No mechanical equipment shall be used, except that which is normal and customary for housekeeping purposes. Equipment so used shall be limited to a maximum of 1.0 horsepower motors and operated on normal household electrical currents;
8. No persons other than residents of the immediate household may be employed or engaged in the conduct of the business;
9. The following uses are expressly prohibited for consideration as an in-home business: vehicular repair, firearms or weapons sales and the manufacturing of substances or products;
10. To exempt arts and crafts and similar hobby work from the prohibition against manufacturing listed in subsection (9) of this section;
11. Arts and crafts production meeting the following criteria shall be exempt from subsection (9) of this section:
  - A. Limit gross sales to a maximum of \$20,000 per year
  - B. Prohibit activities, which can be heard on adjacent properties between 6:00 p.m. and 10:00 a.m., and on Sundays. Activities must comply with standard noise regulations between 10:00 a.m. and 6:00 p.m.
  - C. Prohibit activities and storage which are visible from adjacent properties or public rights-of-way;
12. Only those in-home businesses that are found by the chief planning official or his designee to meet these standards and to be compatible with residential uses shall be permitted;
13. When the application for an in-home business license is filed, a uniform fee shall be paid for purpose of defraying the cost incidental to the proceedings. Such charges and fees to be rendered shall be those which the City Council may from time to time determine, fix, and establish by resolution duly and regularly adopted by it;
14. The in-home business license, once approved, shall be valid until December 31<sup>st</sup> of that year. Thereafter the applicant shall apply for a renewal, which, if approved, shall be valid until December 31<sup>st</sup> of the following year. Only one in-home license shall be permitted per household. (Ord. 98-1830 1, 1998; Ord. 1707 1, 1990; Ord. 1664 2, 1988.)

## CERTIFICATION

I hereby certify that I have read the In Home Business requirements stated above, I fully understand the implications, and can comply with all of these requirements and conditions of approval.

Applicant's Signature

Date