



Development Services Department  
 Planning Division  
 13220 Central Avenue  
 Chino, CA 91710  
 (909) 334-3253  
 www.cityofchino.org

**CITY of CHINO**

**Home Occupation Permit Application**

By completing the information requested, this supplemental in conjunction with the Administrative Review application will serve as a request for a Home Occupation Permit. Planning Division staff can assist you in completing this application and may can be reached at (909) 334-3253. Planning Division counter hours are 7:30 AM to 5:30PM, Monday through Friday.

It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land contrary to the provisions of law or of any ordinance of the City of Chino. All provisions of law and of ordinance governing the use of the aforesaid building or land will be complied with, whether specified or not.

The applicant or any interested aggrieved person may appeal the determination of the Director of Development Services or Planning Commission within ten (10) calendar days from the date of such determination. The appeal must be in writing in accordance with Section 20.03.110 of the City of Chino Zoning Ordinance. The required appeal fee as adopted by the City Council must accompany an appeal to the Planning Commission of a decision of the Director of Development Services or an appeal to the City Council of a decision of the Planning Commission or it will be considered incomplete and the appeal will not be considered. Prior to submitting your appeal, please check with staff regarding the amount of the appeal fee due. If an action of the Commission is appealed, the City Council will hear the appeal and render a final decision.

The applicant and property owner hereby grant permission for City staff to enter and inspect the subject property as required to evaluate this application.

<u>PROPERTY OWNERSHIP</u>	<u>APPLICANT</u>
Name: _____	Name: _____
Company: _____	Company: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Business Description: _____ _____ _____	

**Staff Use Only**

<i>File #:</i>	<i>Date/Time Received:</i>	<i>Received By:</i>	<i>Filing Fee:</i>	<i>Receipt #:</i>
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Is the affected property subject to covenants, conditions and restrictions (CC&R's for a Homeowners Association):  Yes  No  
**(If yes, provide written permission for this business from the Homeowners Association)**

What percent of total household income will the business represent? \_\_\_\_\_

Will business activities include anyone coming to the home?  Yes  No

If yes, who and how often? \_\_\_\_\_

Describe all vehicles used in the business (*specify vehicle make, weight and size, and where they will be stored*):  
\_\_\_\_\_

Describe all equipment used in this business: \_\_\_\_\_  
\_\_\_\_\_

Will any business equipment or materials be stored on the premises?  Yes  No

If yes, list all items and quantities to be kept and where it will be stored: \_\_\_\_\_  
\_\_\_\_\_

### **HOME OCCUPATION OPERATIONAL STANDARDS**

#### **20.21.040—Home Occupations**

- A. Purpose.** These standards allow for the operation of limited home-based businesses that are incidental to and compatible with residential uses permitted within residential zoning districts.
- B. Permit Required.** Establishment of a home occupation shall require approval of a home occupation permit.
- C. Exempt Uses.** A home occupation permit shall not be required for an in-home educational activity, including but not limited to music lessons, academic tutoring or religious instruction, provided no more than five students are present at any one time.
- D. Prohibited Uses.** The following uses are prohibited as home occupations:
1. Guns and/or ammunition sales.
  2. Barber and beauty shops, physical therapy, psychotherapy, or similar personal services.
  3. Businesses which involve the harboring, training, breeding, raising, grooming, or veterinary care of cats, dogs or other animals on premises.
  4. Carpentry, cabinet making, or furniture refinishing.
  5. Bee keeping.
  6. Medical and dental offices, clinics, or laboratories.
  7. Repair, fix-it or plumbing shops.
  8. Storage of equipment, materials and other accessories to the construction or service trades.
  9. Motor vehicle repair (body or mechanical), upholstery or painting.
  10. Welding or machining.
  11. Gymnastics or athletic instruction.
  12. Recording studios.
  13. Outdoor recreation.
  14. Retail sales.
  15. Commercial food preparation (catering).
  16. Any other use determined by the Director that is not incidental to and/or compatible with residential activities.

**E. Operating Standards.** Home occupations shall comply with the following operating standards:

1. A home occupation shall be clearly incidental and subordinate to the primary residential use.
2. Only the occupants of the dwelling may engage in the home occupation.
3. There shall be no change in the outward appearance of the premises resulting from the home occupation.
4. There shall be no advertising that identifies the home occupation by street address.
5. The home occupation shall be conducted within an enclosed structure, completely confined to one room of the dwelling, except the garage, and shall occupy no more than ten percent of the gross floor area of the dwelling.
6. Only one vehicle, no larger than a one-ton pick-up truck or van, may be maintained on the property, either directly or indirectly in connection with the home occupation.
7. There shall be no outdoor use or storage of material or mechanical equipment not recognized as being part of a normal household or hobby use.
8. There shall be no storage of flammable, combustible, explosive, and/or hazardous materials associated with the home occupation.
9. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises.
10. The home occupation shall not generate vehicular or pedestrian traffic in greater volumes than would reasonably be expected in a residential neighborhood.
11. The home occupation shall not involve the use of commercial vehicles for delivery of materials at greater frequency than would reasonably be expected in a residential neighborhood.
12. No equipment or processes shall be used which create noise, odor, smoke, glare, dust, fumes, vibration, or result in interference with radio or television reception detectable to the normal senses outside the dwelling unit in which the home occupation is conducted.
13. If the home occupation is to be conducted on rental property, the property owner's written authorization shall be provided on the home occupation permit application.
14. If the home occupation is to be conducted in a residence that is part of a homeowner's association, the association's written authorization shall be provided on the home occupation permit application.
15. No home occupation shall be conducted without a current business license obtained pursuant to the provisions of Title 5 (Business Licenses and Regulations) of the Chino Municipal Code.

**Owner Certification**

- I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.
- I certify under the penalty of the laws of the state of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Chino, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

**Property Owner:\*** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*If different than applicant, property owner must either sign this application or attach a signed letter authorizing this application.