



HOME OCCUPATION PERMIT

NEW APPLICATION

FEE: \$44

City of Claremont
Department of Community Development
207 Harvard Ave., Claremont, CA 91711
PH. (909) 399-5470

The intent of the City of Claremont is to provide for limited types of commercial or professional activities in conjunction with the use of single-family residences, provided that these activities are limited in nature and will have no adverse effect on the neighborhood in which they are located. A Home Occupation Permit must be obtained prior to initiation of business activities and be renewed annually.

APPLICANT INFORMATION (please type or print clearly)

Applicant's Name: _____
Last First Middle

Residence Address: _____

Residence Phone: _____

Emergency Phone: _____

Email: _____

Social Security #: _____

Driver's License #: _____

Please Check One: Owner of the Property
 Renter (if this box is checked, the property owner's printed name and signature are required)

Property Owner's Printed Name: _____

Property Owner's Signature: _____ Date: _____

BUSINESS INFORMATION (please type or print clearly)

Business Name: _____

Business Phone No.: _____

Business Start Date: _____

Resale No.: _____

State License No.: _____

Federal License No.: _____

Location where business will be conducted within the home including square footage (i.e., bedroom, 300 sq. ft.):

Description of Business (be very specific): _____

IMPORTANT: READ AND SIGN BELOW

I have read the provisions of Chapter 16.327 of Claremont's Municipal Code that govern home occupations (**on the back side of this application**) and certify that this permit application complies with all of the criteria set forth in Chapter 16.327. I also understand that a violation of any of the criteria set forth in Chapter 16.327 of the Municipal Code constitutes a violation of that code and will be subject to citation and fine for each day of noncompliance.

Applicant's Signature

Date of Application

VALIDATION

CLAREMONT MUNICIPAL CODE

CHAPTER 16.327 - HOME OCCUPATION PERMIT

Prior to the initiation of any home occupation, a Home Occupation Permit shall be obtained from the Director and must be renewed on an annual basis. The Director may grant a Home Occupation Permit upon the finding that all of the criteria in Chapter 16.327 are and can continue to be met, and may include such conditions as necessary to assure compliance with the criteria in Chapter 16.327. The Director's decision may be appealed to the Planning Commission. Such appeal must be submitted in writing with reference made to the criteria in Chapter 16.327, which are questioned.

CRITERIA

All home occupations and limited commercial uses shall meet the following criteria:

- A. The limited business or home occupation use is merely incidental to the primary use of such dwelling unit for residential purposes.
- B. The person conducting the business or home occupation actually resides with in the dwelling where located.
- C. Not more than one (1) room or an area not to exceed 300 square feet shall be used for a permitted activity.
- D. There shall be no employment of persons outside the resident family except for one (1) nurse or receptionist or one (1) draftsman or stenographer or other clerical aide.
- E. All permitted home occupation activities shall be conducted in a fully enclosed building, except occasional or seasonal swimming instruction may occur in outdoor residential swimming pools.
- F. No portion of any garage or carport shall be used for limited business or home occupational purposes, except work or storage areas in addition to required parking spaces. Any reduction in required parking spaces shall be prohibited.
- G. There shall be no sales of goods or merchandise on the premises, except by telephone or catalog and delivered off premises.
- H. The permitted use shall not be injurious to the use of the neighborhood property for residential purposes by reason of noise, odor, radio, or other electrical interference, or excessive parking or traffic problems. Upon a finding by the Planning Commission that any home occupation by virtue of its location, extent, or other specific findings, has become a detrimental factor sufficient to cause blight or other detrimental impact upon a neighborhood, this use shall be abated as provided for in Chapter 16.406 of this Code.
- I. No display or advertising shall be allowed upon said premises except a nameplate, not over one (1) square foot in area, and stating only the name of the proprietor and his profession or calling.
- J. The appearance of the structure shall not be so altered, nor shall the operation of any occupation within the structure be such that the structure may be reasonably recognized as serving a non-residential use (either by color, materials, construction, lighting, signs, sounds, noises, vibrations, etc.)
- K. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.
- L. All equipment and materials used in a home occupation shall be stored or parked in an enclosed building. No exterior storage shall be permitted without approval of the Director of Community Development.
- M. Applicants requesting home occupations for catering, food handling, minor baking and cooking for public consumption shall provide written evidence of being licensed and held in good standing by State or County agencies regulating such activities/professions prior to the issuance of the home occupation. All such activities shall also comply with all other criteria applicable to home occupations.

PROHIBITED HOME OCCUPATIONS

- A. Kennel
- B. Repair of major appliances on premise
- C. Pest Control
- D. Vehicle related services on premise
- E. Welding
- F. Beauty, hair, skin care, and nail services on premise
- G. Any use requiring Hazardous Materials Permit from the Fire Department

FOR CITY USE ONLY

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Planning Division: Approval: _____ Denial: _____ Date: _____ Signature: _____

Business License: Approval: _____ Denial: _____ Date: _____ Signature: _____

Comments: _____
