



# HOME OCCUPATION APPLICATION

## Department of Community Development

6615 Passons Boulevard P.O. Box 1016 Pico Rivera CA 90660-1016  
Planning Division: (562) 801-4332 Building Division: (562) 801-4360  
Neighborhood Services: (562) 801-4332 Fax: (562) 949-7506

FEE \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_

Applicant (Please PRINT Name) \_\_\_\_\_

Company Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address of Home Occupation \_\_\_\_\_

Zone Occupation \_\_\_\_\_

Describe the nature of business to be conducted from the residence:

\_\_\_\_\_

Describe any vehicle/s to be used in the business, including approximate weight and storage location:

\_\_\_\_\_

Will there be employment of help other than the members of the resident family?

Will there be any use of materials or mechanical equipment not recognized as being a part of normal household or hobby uses?

Will there be any sale of products or services from the premises?

Will the home occupation create pedestrian or vehicular traffic other than normal to a single family residential use?

Will there be any storage of materials or supplies either indoors or outdoors?

Will there be any advertising signs or structures?

Will more than one room in the dwelling be used for the home occupation?

Will the single family residential character of the main building or of said premises be altered by said use or occupancy?

Will there be any use of utilities or community facilities beyond that normal to the use of the property for residential purposes?

Yes	No

If any of the above questions are answered "Yes," please explain below:

\_\_\_\_\_  
\_\_\_\_\_

The above answers are true to the best of my knowledge and I understand that any violation of the regulations governing a Home Occupation will be sufficient reason to revoke the Home Occupation Permit and Business License, and continued operation thereafter may be a misdemeanor.

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

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

or: Manager/Association Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

***A review of the application and inspection of the premises will be conducted to determine qualification.***

### FOR DEPARTMENT USE ONLY

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

DECISION \_\_\_\_\_ DATE \_\_\_\_\_

Appl. No. \_\_\_\_\_ Address \_\_\_\_\_ Type of Business \_\_\_\_\_

Print Applicant's Name \_\_\_\_\_ Approved By \_\_\_\_\_ / \_\_\_\_\_  
Date

**CONDITIONS OF APPROVAL FOR HOME OCCUPATION APPLICATIONS:**

As outlined on your application, there are certain rules under which a Home Occupation Permit may be approved. If you do not comply with these regulations (Chapter 18.52 of the Pico Rivera Municipal Code), it will result in cancellation of the Home Occupation Permit and revocation of your Business License.

- 1) The applicant must apply for and keep current a City Business License.
- 2) No signs or other advertising of any form or nature whatsoever, shall be displayed anywhere on the premises in connection with a Home Occupation.
- 3) Said Home Occupation Permit shall only be applicable and remain in effect so long as the applicant is a resident of the premises for which such permit is issued and shall not be transferable to any other person or property.
- 4) The operation of the Home Occupation Permit shall be limited to only the residents of the premises for which such permit is issued and shall not engage more than three (3) such resident persons.
- 5) There shall be no on premise sales, displays, or consultation except by phone or mail, nor shall there be on premise manufacturing, fabrication or processing.
- 6) All operations of the Home Occupation shall be conducted entirely within the inside of a dwelling and shall not exceed the use of more than 15% of the ground floor of the dwelling used.
- 7) No area outside the dwelling shall be used for the Home Occupation in any manner whatsoever except for one vehicle, not exceeding 6,000 pounds, used in connection with the operation of the home occupation; vehicle to be completely stored within garage.
- 8) No customers or clients are to come to the residence.
- 9) There shall be no use of utility or community facilities beyond that reasonable to the use of the property for residential purposes.
- 10) No interior or exterior alterations or remodeling of any type whatsoever shall be permitted in connection with a Home Occupation.
- 11) This approval is not transferable.

I have read and understand the conditions of approval and agree to comply with these provisions.

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

cc: Revenue Division  
Address File