

City of Alhambra
Development Services Department

HOME OCCUPANCY PERMIT

HOME ADDRESS: _____

YOUR NAME: _____

NAME OF BUSINESS: _____

TYPE/DESCRIPTION OF BUSINESS: _____

PHONE NUMBER: _____

PROPERTY OWNER: _____

PROPERTY OWNER'S ADDRESS: _____

SPECIFY TYPE OF EQUIPMENT TO BE USED OR INSTALLED FOR HOME OCCUPATION BELOW:

SIZE OF HOME _____ SQ. FT. SIZE OF AREA TO BE USED FOR HOME OCCUPATION _____ SQ. FT.

IS THIS AREA IN THE HOME OR GARAGE? _____

NUMBER OF EMPLOYEES? MALE _____ FEMALE _____

I hereby certify that I have examined this completed application and the statements therein are true and correct, and that all work shall be done in accordance with all applicable City, County and State laws.

I have received a copy of Alhambra Municipal Code Section 23.58.030 (Home Occupation Permit Operating Standards). I have read, understand and will comply with these standards.

Your signature _____ Date _____

Property Owner's Signature _____ Date _____
(If home occupation is conducted on rented property)

THE FEE FOR THE HOME OCCUPANCY PERMIT IS \$90.00

DO NOT WRITE BELOW THIS LINE — FOR OFFICE USE ONLY

Approved by _____ Zone _____

Title _____ Date _____

Receipt #E _____

CONDITIONS OF APPROVAL/COMMENTS:

CHAPTER 23.58
HOME OCCUPATION PERMITS

Sections:

Purpose	
23.58.010	Purpose
23.58.020	Permit required
23.58.030	Operating standards
23.58.040	Prohibited home occupation uses
23.58.050	Enforcement
23.58.060	Revocation
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Section 23.58.010 PURPOSE

These provisions are intended to allow the conduct of home enterprises that are incidental to and compatible with surrounding residential uses. A home occupation is gainful employment engaged in by the occupant(s) of a dwelling. A home occupation shall not require frequent customer access or have associated characteristics that would reduce the residents' enjoyment of their neighborhood.

Section 23.58.020 PERMIT REQUIRED

The conduct of a home occupation requires the approval of a home occupation permit by the Director of Development Services, who may establish additional conditions to further the intent of this Chapter. An application for such permit shall be in a form prescribed by and filed with the Department of Development Services pursuant to Chapter 23.80 of this Title.

Section 23.58.030 OPERATING STANDARDS

Home occupations shall comply with the following operating standards:

- A. The home occupation shall not alter the appearance of the dwelling unit.
- B. There shall be no sales of goods or displays of goods on the premises.
- C. No signs shall be permitted for a home occupation.
- D. The home occupation shall be confined completely to one room located within the dwelling whose space shall not occupy an equivalent to more than twenty-five percent of the gross area of one floor thereof, or 100 square feet, whichever is less.
- E. Up to fifty square feet of a garage or carport may be used for home occupation purposes. However, such use shall not interfere with the maintenance of two parking spaces. No portion of an accessory structure except a garage or carport shall be used for home occupation purposes.
- F. Horticulture activities may be conducted outdoors but within the rear one-third of the lot.
- G. No vehicle larger than a three-quarter ton truck may be used in connection with a home occupation.
- H. The home occupation shall not encroach into any required parking, yard or open space area.
- I. Parking for vehicles used in connection with the home occupation shall be provided in addition to parking required for the residents.

- J. Activities conducted and equipment or material uses shall not change the fire safety or occupancy classifications of the premises, nor use utilities in amounts greater than normally provided for residential use.
- K. No use shall create or cause noise, dust, vibration, odor, smoke, glare or electrical interference or other hazards or interfere with the peaceful use and enjoyment of adjacent properties.
- L. No employees, other than residents of the dwelling, shall be allowed in connection with a home occupation (babysitters or domestic servants are not considered employees of a home occupation).
- M. Clients or customers shall not visit the home occupation between the hours of 10:00 p.m. and 7:00 a.m.
- N. There shall be no more than three clients or customers on the premises at any one time.
- O. If the home occupation is conducted on rental property, the property owner's authorization for the proposed use shall be obtained prior to the issuance of a home occupation permit.
- P. Where the person conducting the home occupation serves as an agent or intermediary between outside suppliers and outside customers, all articles, except for samples, shall be received, stored, and sold directly to customers at an off-premise location.
- Q. There shall be no use of material or mechanical equipment not recognized as being part of the normal household or hobby use.
- R. The home occupation shall not generate pedestrian or vehicular traffic beyond the normal to the residential zone in which it is located.

Section 23.58.040 PROHIBITED HOME OCCUPATION USES

The following uses, either by operation or nature, are not incidental to or compatible with residential activities and shall therefore not be permitted as home occupations, whether the service is rendered on the business site or not:

- A. Automotive repair (body or mechanical), upholstery and painting;
- B. Barber and beauty services;
- C. Carpentry and cabinetmaking;
- D. Welding and machining;
- E. Medical offices, clinics and laboratories;
- F. Bail bond services

Section 23.58.050 ENFORCEMENT

The Department of Development Services shall be responsible for monitoring and enforcing the conditions of approval and standards imposed on all home occupation permits granted by the City and this title. Any use which is established, operated, erected, moved, altered, enlarged, or maintained, contrary to the provisions of this title or any condition of approval, is hereby declared to be unlawful and shall be subject to the remedies and penalties set forth in Chapter 1.12 of this code, and/or revocation procedures initiated pursuant to Section 23.58.060 below.

Section 23.58.060 REVOCATION

A home occupation permit may be revoked if the director finds that one or more of the following conditions exists:

- A. That any condition of the permit or any of the operating standards has been violated.
- B. That the use has become detrimental to the public health or safety or constitutes a nuisance;
- C. That the permit was obtained in a fraudulent manner;
- D. That the use for which the permit was granted has ceased or was suspended for six or more successive calendar months;
- E. That the condition of the premises, or the area of which it is a part, has changed so that the use is no longer justified under the meaning and intent of this chapter.

Section 23.58.070 LARGE FAMILY DAY CARE HOME PERMITS

Whenever a state-licensed large family day care home is permitted in a residential zone, the operator shall obtain a large family day care permit from the Director of Development Services. Said permit shall provide that the hours of operation shall be from 7:00 a.m. to 7:00 p.m. No state licensed large family day care home may operate in the city without a valid large family day care home permit. Each such large family day care home shall be subject to the city business license tax set forth in Chapter 5.04 of Title 5 of this code.