



Gateway
to the
San Gabriel Valley

Application for a Home Occupation Permit

1. Applicants wishing to start a home business in Alhambra must complete an APPLICATION FOR A HOME OCCUPATION PERMIT and submit the application to the Development Services Department located at 111 South First Street, Alhambra, CA 91801.
2. The applicant must provide the following:
 - the business name, business owner's name, address and phone number, and property owner's name, mailing address and phone number;
 - proposed use of the business, including business description and equipment to be used or installed;
3. 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. Except for family child care, the home occupation shall be confined completely to one room located within the dwelling. The space shall not occupy an area 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 must be 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 used 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). Cottage food operations are permitted to have one employee;
 - M. Clients or customers shall not visit the home occupation between the hours of 10:00 p.m. and 7:00 a.m.;
 - N. Except for family child care, there shall be no more than three clients or customers on the premises at any one time;
 - O. If the home occupation is to be conducted on rental property, the property owner shall provide a written authorization letter and sign the Home Occupation Permit Application;
 - P. When 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-premises location;
 - Q. There shall be no use of material or mechanical equipment not recognized as being part of the normal household or hobby use; and
 - R. The home occupation shall not generate pedestrian or vehicular traffic beyond that normal to the residential zone in which it is located.

4. 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; and
 - F. Bail bond services.
5. 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 the Municipal Code, and/or revocation procedures initiated pursuant to Section 23.58.060 of the Municipal Code.
6. 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; and
 - 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.
7. Whenever a state licensed family child care home is permitted in a residential zone, the operator shall obtain a Home Occupation 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 family child care home may operate in the city without a valid Home Occupation Permit. Each such family child care home shall be subject to the city business license tax set forth in Chapter 5.04 of Title 5 of the Municipal Code.
8. Approved applicants will be required to pay a non-refundable fee in the amount of \$66.
9. Approved applicants will also be required to obtain a Business License from the Finance Department. The business license application and fee will be provided by the Finance Department.
10. A Home Occupation Permit may not be transferred, assigned or conveyed to another business/company.
11. For more information about this application, please call the Development Services Department at (626) 570-5030.



Date Submitted: _____

City of Alhambra
Development Services Department
HOME OCCUPATION PERMIT

Home Address: _____ Home Phone Number: _____

Applicant: _____ Business Name: _____

Property Owner: _____ Address: _____ Phone Number: _____

Proposed Use of Business (Include detailed description of business activity and equipment to be used or installed):

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: _____

FOR FAMILY CHILD CARE HOME APPLICANTS ONLY	
Number of Children cared for: _____	Facility Number: _____
Business Hours: _____	Number of employees: _____

I HEREBY CERTIFY THAT I have examined this completed application and the statements herein 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.

Print Full Name _____ Date _____

Your signature _____

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

DO NOT WRITE BELOW THIS LINE

Approved by _____ Zone _____

Title Assistant City Manager/Director of Development Services Date _____

Receipt #F _____

CONDITIONS OF APPROVAL/COMMENTS:

