



HOME OCCUPATION PERMIT

Name of Business: _____

Applicant's Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Describe the nature of the Business: _____

Do you own the above property where the home occupation will be conducted?

Yes. Sign Part A only.

No. Sign Part A and have the property owner sign Part B prior to submitting application.

Part A: Declaration

I have received a copy of the regulations pertaining to home occupations. Further, I have read and understand these regulations and agree to be bound by them as a condition of receiving a Home Occupation Permit.

Applicant's Signature: _____

Date: _____

Part B: Property Owner Authorization

Property Owner's/Manager's Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

I consent to the issuance of a Home Occupation Permit by the City of Monterey Park for the address:

which is real property that I own/ property I have a contract with the owner to manage.

Property Owner's / Manager's Signature: _____ Date: _____

Do Not Write Below This Line

Zoning Approval

Signature of Planner: _____ Date: _____

Planning Division Fee Paid: _____ Case # _____

Your home office/work area inspection is scheduled for : _____ at _____



HOME OCCUPATION PERMIT REGULATIONS AND PROCEDURE

Home Occupation Regulations from the Monterey Park Municipal Code (MPMC)

“Home occupation” means an occupation carried on by the occupant of a dwelling as an accessory use to the customary residential purpose.

The following criteria shall be determinative of a valid home occupation:

1. One home occupation per address.
2. In the primary residence of the applicant proposing to conduct the business.
3. A home occupation is limited to paperwork only, conducted entirely within the designated room of the home, and may not have a need for any type of vehicle to transport materials or equipment used in conjunction with the business other than a private automobile.
4. No employment of help other than members of the resident family.
5. The home occupation use must be incidental to the primary use of the structure as a residential use and cannot detract from the residential character of the neighborhood. Not more than two hundred (200) square feet or ten (10) percent of the floor area, whichever is less, may be used in connection with a home occupation or for storage purposes in connection with a home occupation.
6. No direct sales of product or merchandise from the home.
7. No traffic can be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation must be met off the street. Visitor, customers, or deliveries cannot exceed that normally and reasonably occurring for a residence as determined by the City Planner and this code.
8. No home occupation can be conducted in any accessory building or space outside of the main building such as the accessory dwelling unit, garage or storage building.
9. There may not be any on-site storage of materials other than samples.
10. The home occupation may not involve use of advertising signs on the premises or any other external on-site advertising media which calls attention to the fact that the house is being used for a business purpose.
11. There may not be any alteration of utilities or installment of special equipment for the purpose of accommodating the proposed home occupation.
12. A maximum of one three-quarter ton vehicle may be kept in conjunction with an approved home occupation use if approved by the City Planner.
13. Under no circumstances may the appearance of the structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character whether by the use of colors, materials, construction, lighting, signs, or the emission of sound, noise, or vibration.
14. The street address of the residence may not be used for advertisements.
15. All respects of the home occupation must be conducted entirely within an enclosed structure. Supplies, tools, equipment, goods, samples and other items relating to a home occupation cannot be stored or displayed outside or at any location within a structure where they will be visible to passing pedestrian or vehicular traffic.
16. There may not be any use of any equipment which may cause radio or television interference or fluctuation in line voltage off the property.
17. There may not be any process, procedure, substance, or chemical used which is hazardous to public health, safety, morals or welfare.
18. Additional regulations from the Fire Department.

Procedure to Obtain a Home Occupation Business License

Step 1 – Planning Division

Before you can start a business, check with the Planning Division of the Community Development Department as to whether your business conforms to the specific zone in which you wish to operate.

Obtain a Home Occupation Permit application from the Planning Division or from the City's website. Some documents that may be necessary when visiting the Planning Division are:

- Proof of residence: Picture I.D. (i.e. driver's license);
- Your signature on Part A of the Home Occupation Permit application indicates that you are aware that the home will only be used as an office and you cannot have any stock-in-trade.

Step 2 – Fire Department

Once the Planning Division approves your Home Occupation Permit application, your paperwork will be forwarded to the Fire Department who will schedule an on-site inspection. If you pass the inspection, you will be given a copy of the Annual Home Occupation Inspection Report form with the signed approval from the Fire Department. If you do not pass, the form will be returned marked denied with comments indicating the corrections needed. After corrections have been made, you must schedule a re-inspection (at no charge) from the Fire Department. Upon passing, the Fire Department will direct you to the Business License Division to apply for your Business License.

Step 3 – Business License Division

Submit your approved Annual Home Occupation Inspection Report and Business License Application through the instructions listed in the "How to Apply" handout. Upon receipt of the business license, please post it in the office area of your home.

The City of Monterey Park Business License Division

How to Apply

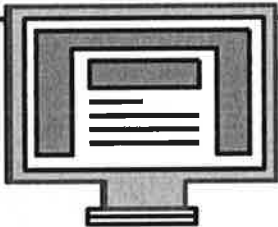


TELEPHONE

For immediate assistance, please call the City of Monterey Park Business Support Center at

(626) 376-4680

A Specialist will be available to assist you in the processing of your application and payment over the phone



ONLINE

APPLYING ONLINE CAN BE QUICK AND EASY!

You can apply for a Business License online from the comfort of your home or office

Please visit:

<https://Montereypark.HdLGov.com>



MAIL

Request an application to be sent by mail by calling (626) 376-4680

Mail your completed form to:

City of Monterey Park
Business Support Center
8839 N. Cedar Ave #212, Fresno, CA 93720

OR, scan and email your completed form to montereypark@HdLGov.com

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the license fees are paid, a Business account number will be issued. A Business License will be mailed or e-mailed to you once the process is completed. Upon receipt of your Business License, the City of Monterey Park Municipal Code requires it be posted in a conspicuous place at your place of business.



BUSINESS SUPPORT CENTER

8839 N. Cedar Ave #212 Fresno, CA 93720-1832 | Phone: 626-376-4680 | Fax: 909-348-0465 | E-mail: montereypark@HdLGov.com