



HOME OCCUPATION APPLICATION

City of Hawaiian Gardens
Community Development Department
21815 Pioneer Boulevard, Hawaiian Gardens, CA 90716
Ph: (562) 420-2641 · Fax: (562) 420-8521
www.hgcity.org

Please complete all the items listed below using type or clear print. Before completing the application, it is recommended that you consult with the Community Development Department office on any weekday during counter hours (M,T,Th, – 8:00 a.m. to 11:00 a.m.; W-2:00 p.m. to 5:00 p.m.; Friday by appointment only). All materials become part of the public record, so please make copies for your files. **Submit applications during counter hours only.**

I. CONTACT INFORMATION

Property Address: _____

Property Owner Name: _____ Phone No. _____

Property Owner Email: _____

Business Owner Name: _____ Phone No. _____

Business Owner Email: _____

Name of Business (dba): _____ Phone No. _____

II. PROPERTY INFORMATION

Check One:

<input type="checkbox"/> Single Family Residential (Single Family Home or Mobile Home)	Number of Bedrooms:	Number of Bathrooms:
	Building Square Footage:	Lot Size:
	Number of Parking Spaces	Carpport: Garage: Open:
<input type="checkbox"/> Multi-Family Residential (Apt. Condo, Duplex, etc.)	Number of Bedrooms:	Number of Bathrooms:
	Unit Square Footage:	Number of Units in Structure:
	Number of Parking Spaces	Carpport: Garage: Open:

III. BUSINESS DESCRIPTION (ATTACH ADDITIONAL SHEETS IF NECESSARY)

Provide detailed description of the proposed business including times, area to be used, equipment, etc.

IV. BUSINESS OWNER AFFIDAVIT

We understand, by signing below, that failure to comply with the regulations stated above constitutes a violation of Section 18.100.070 of the Hawaiian Gardens Municipal Code. We further understand that failure to comply may result in the suspension or automatic revocation of the home occupation permit. Should the violations continue, we understand that we may be subject to the Administrative Citation process as described in Chapter 1.13 of the Hawaiian Gardens Municipal Code and/or the violations may be prosecuted in a court of law as a misdemeanor complaint. This permit is not transferable.

Business Owner (Print Name)

Property Owner (Print Name)

Business Owner (Signature)

Property Owner (Signature)

Date

Date

V. FEES

Application Type	Resident Cost	Senior Cost
Home Occupation Permit	\$140	\$93

For Staff Use Only

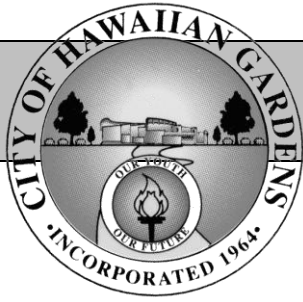
Case #:	Fees Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee Amount:	Received by: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Filed:	Notes:



HOME OCCUPATION STANDARDS

Regulations for Home Occupations as stated in Section 18.100.070 of the Municipal Code

1. A home occupation shall be conducted entirely within a building and shall occupy no more than 400 square feet or more than 25 percent of the livable floor area of the dwelling unit, whichever is less.
2. The existence of a home occupation shall not be visible beyond the boundaries of the site.
3. A home occupation permit may be granted only to the resident of the dwelling and no one other than a resident of the dwelling shall be employed on-site or report to work at the site in the conduct of a home occupation.
4. A home occupation shall not create pedestrian, automobile or truck traffic in excess of the normal amount in the zone in which it is located.
5. No motor vehicle repair, medical office, clinic, laboratory, carpentry, cabinet making, beauty shop nor barber shop shall be permitted, and a home occupation shall not include a sales room or office open to visitors.
6. There shall be no on-site advertising of the name or address of the home occupation or the sale of merchandise which attracts persons to the premises.
7. There shall be no more than one home occupation in any dwelling unit.
8. No storage of merchandise, equipment, displays, or other items or the conduct of the home occupation in required parking, open space, or yard areas shall be permitted.
9. There shall be no use of mechanical equipment, appliance, or motor which generates noise detectable from outside the building.
10. No vehicle larger than a $\frac{3}{4}$ -ton pick-up truck used primarily for the business shall be parked outside an enclosed garage.
11. No garage space shall be used for the home occupation if the garage space is necessary to satisfy off-street parking requirements for the residence.
12. A home occupation shall operate no earlier than 8 a.m. and no later than 9 p.m. on any given day.
13. A home occupation shall be required to have a valid and current Business License from the City.
14. In order for a home occupation permit to be issued, there shall be no existing violations on that property on which the home occupation would occur.



ABOUT HOME OCCUPATIONS

The City of Hawaiian Gardens allows for business activities to be conducted within the home provided it complies with the standards as set forth in the Hawaiian Gardens Municipal Code. This document will provide the applicant with the information necessary to file an application for a home occupation permit.

VI. WHAT IS A HOME OCCUPATION?

A home occupation is the use of a residential dwelling and/or garage for any business that is performed by a resident. It must be clearly incidental to the residential use of the dwelling. The home occupation should not occupy more than one room in the house. Also, the home occupation should not change the residential character of the dwelling or impact any surrounding residential uses.

VII. WHERE ARE HOME OCCUPATIONS ALLOWED?

Home occupations are allowed in all residential zoning districts upon the approval of a Home Occupation Permit application.

VIII. HOW DO I APPLY?

An application for a Home Occupation Permit is attached. This application is required in addition to a City of Hawaiian Garden's Business License Application. The permit application requires the following information:

- A. Business Owner's Name
- B. Property Owner's Name
- C. Business Name, Address, Telephone Number
- D. Detailed Description of Business, and
- E. Filing Fee.

The Home Occupation Permit application must be submitted to the Planning Department for review and approval.

IX. WHAT IS THE PROCESS?

Upon the submittal of the Home Occupation Permit Application, the Community Development Director may approve the Home Occupation Permit, approve with conditions, or deny the permit. The application is reviewed and a determination made as to whether or not the proposed home occupation meets the regulations in Section 18.100.070 of the Municipal Code.

If approved, a letter will be sent to the applicant detailing the conditions of approval, if any. Once a Home Occupation Permit is approved, the applicant is required to submit a Business License application to the City. In the event that the Home Occupation Permit application is denied, the Business License application shall also be denied. The applicant may appeal the Director's decision to the Planning Commission, in accordance with Chapter 1.14 of the Municipal Code. All appeals must be in the form of a letter addressed to the City Clerk and must be received by the City Clerk within 10 days of the after the letter of denial has been issued (HGMC 1.14.040(A)).