

\$50.00 NON REFUNDABLE FEE

CITY OF COSTA MESA
TREASURY MANAGEMENT

APPLICATION FOR HOME OCCUPATION PERMIT

BUSINESS NAME _____

NAME OF APPLICANT _____ PHONE _____
LAST FIRST MIDDLE

ADDRESS OF APPLICANT _____
NO. & STREET CITY ZIP

NAME OF PROPERTY OWNER _____
LAST FIRST MIDDLE

ADDRESS OF PROPERTY OWNER _____
NO. & STREET CITY ZIP

DESCRIBE BUSINESS _____

WHAT PORTION OF THE HOME WILL BE USED _____

WILL THERE BE ANY EMPLOYEES HIRED, OTHER THAN FAMILY? YES NO

DESCRIBE NATURE AND LOCATION OF ANY STORAGE _____

ANY MACHINES OR EQUIPMENT REQUIRED? YES NO

IF YES, DESCRIBE _____

ANY NOISE ASSOCIATED WITH BUSINESS? YES NO

IF YES, DESCRIBE _____

HOURS AND DAYS OF OPERATION _____

FLAMMABLE MATERIAL OR LIQUID STORAGE? YES NO

DESCRIBE ANY ALTERATIONS TO THE HOME OR PREMISES THAT MIGHT BE REQUIRED TO FACILITATE YOUR HOME OCCUPATION

I certify that the above statements are accurate and valid to the best of my knowledge. I understand that this permit, if granted, does not release the applicant from other State or Municipal Codes.

APPLICANT'S SIGNATURE _____ DATE _____

PROPERTY OWNER'S SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE – FOR PLANNING DIVISION USE ONLY

APPROVED

CONDITIONS OR MODIFICATIONS: No commercial customer traffic to residence will be allowed.

ALSO: _____

DENIED

BY _____ DATE _____

Sec. 13-168. Evaluation Standards.

The Planning Division shall apply the following standards in evaluating each application for a home occupation permit to determine if the anticipated home occupation may be allowed:

- (a) There shall be no employment of persons other than permanent residents of the premises.
- (b) There shall be no direct sale of products, either wholesale or retail on the premises.
- (c) No more than one (1) room in the dwelling may be used for the home occupation.
- (d) No building, space outside of the main building, shall be used for the home occupation. Storage of necessary supplies or equipment used in the home occupation may be permitted in a garage if storage does not diminish the usable parking space in the garage.
- (e) There shall be no use of utilities or community facilities beyond that normal to the residential use of the property.
- (f) No use of material or mechanized equipment not recognized as being associated with a normal household use or hobby is permitted.
- (g) The structure or appearance of the exterior of the dwelling shall not be altered or remodeled for home occupational purposes either by color, materials, construction, lighting, or in any other way. No part of the interior of the structure shall be remodeled for home occupation purposes other than the interior of the room where the home occupation is being conducted.
- (h) No signs shall be displayed in connection with the home occupation, and there shall be no advertising using the home address, with the exception of advertising in the telephone directory.
- (i) The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises, other than a vehicle of no more than one ton capacity, owned by the operator of the home occupation, which shall be stored in an entirely enclosed garage. The storage of equipment such as trailers, tractors, trucks in excess of one ton, wheeled construction equipment, etc. is not permitted.
- (j) The home occupation shall not generate pedestrian or vehicular traffic beyond that normal to the neighborhood where it is located.
- (k) The home occupation shall not result in or generate parking or storing of commercial vehicles on public streets. Commercial vehicles are defined in the State Vehicle Code and, in addition, shall include construction equipment or any other mobile paraphernalia used in connection with the home occupation.