



Community Development Department
Planning Division
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HOME OCCUPATION PERMIT

For all businesses being operated from a residential dwelling unit within the City of Chino Hills.

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY. INCOMPLETE APPLICATIONS WILL BE REJECTED.

PROPOSED BUSINESS INFORMATION

Business Name (dba): _____
Days & Hours of Operation: _____ Company Website: _____

BUSINESS OWNER(S) INFORMATION (Attach additional sheet if necessary)

Owner Name: _____ Phone: _____
Address: _____ Email: _____

Owner Name: _____ Phone: _____
Address: _____ Email: _____

LOCATION INFORMATION

Location Address: _____ Unit #: _____

Total Square Feet of Dwelling: _____

Area in Residence Where Work Will be Performed and Materials and/or Equipment Located*:

☐ Interior Office (Sq. Ft. _____) ☐ Garage (Sq. Ft. _____) ☐ Accessory Structure (Sq. Ft. _____)

** Maximum 400 Sq. Ft. or 20% of total dwelling Sq. Ft., whichever is less, inclusive of any storage or garage space being used. Garage space may only be utilized if the home occupation does not impact the required parking.*

Property Owner Name: _____
Address: _____
Phone: _____ Email: _____

Management Company: (If different than property owner) _____
Address: _____
Phone: _____ Email: _____

QUESTIONNAIRE:

1) Is the business being relocated from another location in Chino Hills? ☐ Yes ☐ No

IF YES: Previous Address: _____

2) Is this the only business being operated from the home? ☐ Yes ☐ No*

IF NO: Provide name(s) of **ALL** businesses operating from the home **and** their Business License Number:

** A separate Home Occupation Permit may be required.*

3) Number of on-site deliveries per week? _____

4) Number of client visits per week? _____

5) Does the business involve the use/storage of chemicals/hazardous materials? ☐ Yes ☐ No

IF YES: List Chemicals: _____

Describe where & how chemicals will be stored? _____

BUSINESS OPERATIONS STATEMENT:

Detailed description of **all** functions and services that will be offered and/or performed at the residential property:

Detailed description of **any/all** merchandise and/or material that will be stored at the residential property:

MUST PROVIDE QUANTITY AND STORAGE LOCATION FOR EACH ITEM LISTED

Detailed description of **any/all** equipment that will be utilized, *outside of standard office equipment*:

MUST PROVIDE EQUIPMENT TYPE, SIZE AND STORAGE LOCATION FOR EACH ITEM LISTED

FOR BUSINESSES THAT **PRODUCE/CREATE PRODUCTS AT THE RESIDENTIAL PROPERTY, HOW ARE SAID PRODUCTS DELIVERED TO THE CUSTOMER?**

PERFORMANCE STANDARDS* *Read and initial each line item*

- 1) The applicant is required to obtain a City Business License from the City of Chino Hills Business License Division. The applicant shall annually renew and maintain his/her business license with the Business License Division; otherwise, the Home Occupation Permit shall expire. **(Initial:)**
- 2) The home occupation use shall not detract from, or impede, the primary use of the property as a residential dwelling or the residential character of the surrounding neighborhood. **(Initial:)**
- 3) There shall be no exterior operations, storage, or display of materials to be used in conjunction with a home occupation. **(Initial:)**
- 4) The total floor area used for the business, including any storage areas or areas within accessory structures, shall not exceed 20 percent of the total dwelling or 400 square feet, whichever is less. **(Initial:)**
- 5) None of the area used in connection with the home occupation shall be located within a required garage parking space. **(Initial:)**
- 6) No person other than a resident of the dwelling shall be employed on-site or report to work at the site in conduct of the home occupation. **(Initial:)**
- 7) There shall be no signs, banners, or flags displayed which would be visible from outside the dwelling unit. **(Initial:)**
- 8) Only one vehicle associated with the home occupation no larger than 20 feet in length, 8 feet in height or 90 inches in width may be stored at the home and must be fully parked either in the garage or driveway of the home. Said vehicle may display the name and logo of the HOP business on the two side panels of the vehicle provided the display is no larger than 18 inches in width and 12 inches in height per side. **(Initial:)**
- 9) No advertisement shall be placed in any media containing the address of the property. **(Initial:)**
- 10) Visitors or customers shall be limited to three persons per day. **(Initial:)**
- 11) Deliveries to or from the HOP residence shall not exceed more than three per day and shall not involve the use of commercial vehicles except for Fed Ex, UPS or similar home delivery vehicle. **(Initial:)**
- 12) The residence shall not be used as a retail storefront (i.e. potential customers shall not visit the premises to browse merchandise) although pursuant to Section 16.56.020, Performance Standards, occasional visits by clients to complete paperwork, tender payment, and/or take delivery of products previously ordered is permissible. **(Initial:)**
- 13) Access to the HOP residence by customers may be subject to disabled access requirements. Permittee is directed to contact the City of Chino Hills Building Division prior to accepting customers at the HOP Residence. **(Initial:)**
- 14) There shall be no process, procedure, substance or chemical used which is hazardous to public health, safety, or welfare. **(Initial:)**
- 15) Storage of flammable or hazardous materials is prohibited. Proposed materials are subject to review and approval by the Chino Valley Fire District. **(Initial:)**
- 16) Utility changes shall not be made to any gas/electric/water line, meter or service to accommodate a home occupation, and utility use shall not reasonably exceed that normally or previously used at the residence. **(Initial:)**
- 17) No home occupation activity shall produce noxious matter, vibrations, glare, dust, electrical interference, or perceptible noise beyond the property line. **(Initial:)**
- 18) All home occupation activities must be in full compliance with applicable Federal, State and County regulations, and must demonstrate such compliance as requested by the City. **(Initial:)**
- 19) Cottage food operation shall comply with California Health and Safety Code Section 113758. **(Initial:)**

** If multiple permitted HOP's are operating from the property, performance standards, including but not limited to, customer visits, deliveries, vehicles, and floor area, shall be the allowed combined total for all HOP's collectively. **(Initial:)***

PROHIBITED HOME OCCUPATION USES: *Read and initial each line item*

The following businesses are not incidental to, or compatible with, residential activities, and are therefore prohibited from operating as a home occupation use. By initialing below, I acknowledge that I have read the prohibited home occupation uses and agree to not engage in any prohibited activities.

1. Adult-oriented businesses as defined by Chino Hills Municipal Code [Section 5.08](#) (Initial:)
2. Ambulance service (Initial:)
3. Ammunition reloading, including custom reloading (Initial:)
4. Auto security system installation on-site (Initial:)
5. Short term rentals, boarding house, bed-and-breakfast hotel, timeshare condominium (Initial:)
6. Carpentry, cabinet makers on-site (Initial:)
7. Ceramics (kiln of six cubic feet or more) on-site (Initial:)
8. Medical, dental or chiropractic clinics, including Acupuncture (Initial:)
9. Mortician, hearse service on-site (Initial:)
10. Massage practitioners, including mobile massage (Initial:)
11. Storage, repair, or reconditioning of motorized vehicles, large equipment, or household appliances on-site (Initial:)
12. Tow truck service (Initial:)
13. Veterinary uses (including boarding), unless otherwise permitted by the Municipal Code (Initial:)
14. Welding or metalsmithing services on-site (Initial:)
15. Any business or home occupation not compliant with [Section 16.56.020](#) Performance Standards and [Section 16.56.030](#) Permitted Home Occupation Uses or subsequently authorized by the Community Development Director or Planning Commission shall be prohibited. (Initial:)

APPLICANT CERTIFICATION

By signing below, I certify under the penalty of perjury:

- 1) The business will only provide the functions/services described herein and attached hereto, and that the operation of the business will not violate any provision of the Chino Hills Municipal Code, City Ordinance, State of California law or Federal law.
- 2) That, if at any time, the business operates outside of the approved functions/services, or violates any provision of the Chino Hills Municipal Code, City Ordinance, State of California law or Federal law, the City may require the business to cease operation until such time that any violation has been addressed to the satisfaction of the City, State, and/or Federal Government.
- 3) All information provided herein and attached hereto is true and correct.
- 4) City staff reserves the right to inspect the premises if a citizen complaint is filed with the Code Enforcement Division. Failure to allow staff to inspect the premises shall result in immediate suspension and/or revocation of the Home Occupation Permit and Business License.
- 5) I acknowledge the City has the right to revoke this approval, without notice, if any of the information is found to be false.
- 6) The applicant listed herein, and/or his/her/their successors in interest, hereby agree to indemnify, protect, defend (with legal counsel reasonably acceptable to the City), and hold harmless, the City of Chino Hills, its elected and appointed officials, officers, employees, and agents from and against any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs, and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively "Claims") arising out of, or in any way relating to this application or which arise from any act or omission, whether intentional or negligent. If the City Attorney is required to enforce any conditions of approval, the applicant shall pay for all costs, including attorney's fees.

Applicant Signature

Print Name

Date