



P A L M D A L E

City Use Only

H.O.P Number: _____

HOME OCCUPATION PERMIT APPLICATION

APPLICANT INFORMATION

Applicant Name: _____

Home Address: _____

Email: _____ Home Phone #: _____

Do you own the home? Yes ☐ No ☐ If no, please see the next page for the homeowner authorization.

A site / floor plan must be attached to this application identifying office location and proposed storage (if applicable).

BUSINESS INFORMATION

Business Name: _____

Business Mailing Address: _____

Business Phone #: _____

Full description of proposed business: _____

No. of employees (excluding business owner): _____ Relationship to owner: _____

Assessor's Parcel Number: _____

Total floor area of home: _____ sq. ft. Area of proposed business: _____ sq. ft.

Is this: ☐ In the house ☐ In the garage ☐ Other _____

Describe the type of equipment/materials to be used. Please be specific. _____

Are retail sales involved? Yes ☐ No ☐ Describe: _____

Does the business involve personal transactions with customers/clients? Yes ☐ No ☐

If yes, where are these transactions proposed to occur? _____

Are any alterations to building proposed? Yes ☐ No ☐

If yes, explain the nature of the alterations. _____

Is there any proposed use, storage, or handling of:

Flammable Liquids ☐

Flammable Solids ☐

Explosives ☐

Hazardous Materials ☐

Materials Having Obnoxious Odors ☐

Food ☐

If so, describe where and how they will be stored and in what quantity. _____

Emergency 24-hour contact if any item is marked "YES" (except "Food")

Name: _____

Address: _____

Telephone: _____

State which provisions of the Uniform Fire Code permit the use/handling of hazardous/flammable materials on the premises: _____

Provide any additional information, not contained above, that pertains to the home occupation permit. Use a separate sheet if necessary: _____

Property Owner Information:

Name: _____ Email: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number: _____

The undersigned states that they are the owner(s) of the property described herein and hereby file this application. I DO BY MY SIGNATURE ON THIS APPLICATION, absolve and agree to hold the City of Palmdale harmless from any and all liabilities and claims regarding violations of any deed restrictions or covenants that may be applicable to the property described herein.

Property Owner's Signature: _____ Date: _____

I hereby certify under penalty of perjury that the statements furnished present all information required for this application, and that the facts, statements, and information presented are true and correct and based upon my personal knowledge. I hereby acknowledge my obligation to comply with the Palmdale Municipal Code as it pertains to my business and to obtain any and all necessary City, County, State, and Federal permits, approvals and/or clearances, and a business license. Further, I hereby certify that I have read, understand, and have received a copy of the conditions for the operation of a home occupation and hereby agree to comply with such conditions. I also understand that should I fail to comply with the agreed upon conditions, my home occupation permit may be immediately revoked and that all other applicable penalties, including criminal prosecution, may be pursued.

Applicant's Signature: _____ Date: _____

Home occupation approval and operation shall be subject to the following departmental approvals, which may be conditional, in addition to any other required approvals and permits. Before operation may begin, a business license will be required. For more information, please contact Business License at 38250 Sierra Highway, (661) 267-5434.

OFFICE USE ONLY – PLANNING APPROVAL

	Yes	No	N/A
Was the applicant provided a copy of the conditions for a H.O.P?	☐	☐	☐
Property Owner's Authorization attached?	☐	☐	☐
Special Conditions:	_____		

Signature

Title

Date



HOME OCCUPATION PERMIT APPLICATION

Mandatory Conditions for Operation

Home occupations may be permitted on property used for residential purposes provided that the use is operated pursuant to the following conditions of operation:

1. The home occupation shall be incidental and secondary to the use of the dwelling for residential purposes.
2. There shall be **no customers, clients, or visitors coming to the residence** for purposes of the home occupation except for the purpose of individual instruction such as academic tutoring or music lessons.
3. **No signs** relating to the home occupation shall be allowed.
4. Advertising shall not include the residential address (except as required by state agencies).
5. No one other than a resident of the dwelling shall be employed on the premises in the conduct of a home occupation.
6. Home Occupation Permits are valid only for the person(s) and residence approved by the City and are non-transferable.
7. No dwelling shall be built, altered, furnished, or decorated for the purpose of conducting the home occupation in such a manner as to change the residential character and appearance of the dwelling, or in such a manner as to cause the structure to be recognized as a place where a home occupation is conducted.
8. There shall be no entrance or exit specifically provided or marked on the dwelling or on the premises for the conduct of the home occupation.
9. A home occupation shall be conducted entirely within the dwelling unit and the activities of such home occupation shall not be visible, or otherwise noticeable, outside the dwelling unit structure.
10. There shall be no home occupation activities that are objectionable due to glare, dust, fumes, odor, vibration, noise, or that disturb the peace.
11. No equipment or process shall be used which creates visual or audible electrical or mechanical interference in any radio or television receiver or other device outside the dwelling unit structure or causes fluctuations in the line voltage outside the dwelling unit structure.
12. The home occupation shall not require any upgraded utility service capacity beyond that which is customary for residential service. Separate utility meters, which serve only the home occupation, shall not be permitted.
13. A garage may be used for home occupation purposes; provided, however, that such use shall not interfere with the maintenance of two parking spaces. No portion of an accessory structure, carport, or similar structure, except a garage, shall be used for home occupation purposes.

14. No mechanical or construction equipment which is not typically found in residential districts shall be stored on the premises. Warehousing of goods, wares or merchandise shall be prohibited.
15. No vehicles or trailers except those normally incidental to a residential use shall be parked so as to be visible from the public right-of-way.
16. The home occupation shall not cause, involve, or result in the use of commercial vehicles for deliveries to or from the premises, excluding a vehicle not to exceed $\frac{3}{4}$ ton capacity which shall be registered to the operator of such home occupation.
17. Use of the United States Postal Service in conjunction with appropriate uses as determined by the Planning Manager, such as mail order businesses, shall be done by means of a post office box.
18. No deliveries may originate from or be made to the premises except during the hours of 9:00 a.m. to 5:00 p.m.
19. The home occupation shall not generate vehicular traffic and/or vehicular parking which degrades or is otherwise detrimental to the residential nature of the neighborhood.
20. If the home occupation is to be conducted in a rental unit, a written statement from the property owner giving his or her permission for operation of the home occupation shall be provided to the City.
21. The home occupation shall not affect nor reduce the parking spaces required by the Zoning Ordinance.
22. Home occupations shall not involve the use and/or on-site storage of chemicals, flammable materials, or other hazardous materials except as may be permitted by the Uniform Fire Code.
23. The operator of a home occupation shall obtain and maintain a current business license from the City.
24. No home occupation shall include the sale or storage of firearms, ordnance, ammunition, or other weapons which are regulated by the Bureau of Alcohol, Tobacco and Firearms, at the site of the home occupation.

Conditions for Mobile Businesses

Home Occupation Permits for mobile businesses may be permitted, provided that the mobile business is operated pursuant to the Mandatory Conditions for Operation described above in addition to the following conditions that specifically apply to mobile businesses:

1. The service provided by the mobile business must be in compliance with the zone in which the work is performed.
2. The mobile business must comply with all applicable requirements of any agency with regulatory or permitting authority over the conduct of that business.
3. Any automotive-related services shall be limited to cleaning, detailing, and minor replacement, or repair to glass and/or accessory parts; no mobile business operating under a Home Occupation Permit shall be permitted to conduct auto repair, auto body, or engine work.
4. No work shall be conducted in a publicly accessible parking lot; however, work may be conducted in parking lots that are restricted to employees only.
5. No work shall be conducted on City-owned property, including parks, park and ride lots, parking lots, or public rights-of-way.

Signature: _____