



Thank you for doing
business in La Puente

City of La Puente
15900 E Main Street, La Puente CA 91744
Telephone (626) 855-1500 Fax (626) 961-4626
Attn: Business License Division – (626) 855-1508 or (626) 855-1521

BUSINESS LICENSE APPLICATION HOME OCCUPATION

Please Type or Print in Block Letters

OFFICE USE ONLY

Business License #: _____
SIC CODE: _____
Expiration Date: _____
Application Reviewed by: _____
Application Created by: _____

Business Name _____

Corporate Name _____
(if applicable)

Business Location _____
(Cannot be P.O. Box per State of California Business & Professions Code-Section 17538.5)

Mailing Address _____

Description of Business _____

State License No. _____ Resale No. _____

State License Type _____ Federal ID No. _____

Expiration Date _____ State ID No. _____

If your business activity in La Puente involves the use of
vehicles, please list the vehicle's license numbers below:

1. _____ 4. _____
2. _____ 5. _____
3. _____ Decal # issued: _____

Ownership

☐ Corporation ☐ Corp-Ltd Liability
☐ Partnership ☐ Ltd Partnership
☐ Other ☐ Sole Proprietor

Start Date _____

Phone No. _____

Fax No. _____

APN # _____

Email Address _____

Enter below names of Owners, Partners, or Corporate Officers:

1st Owner Name _____ Title _____ Driver's License #: _____

Address _____ Soc. Sec. # _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

2nd Owner Name _____ Title _____ Driver's License #: _____

Address _____ Soc. Sec. # _____
(Cannot be P.O. Box)

Phone No. _____

Cell Phone No. _____

In case of emergency, please contact:

Contact Name: _____ Phone No. _____

Title: _____ Alternate Phone No. _____

Address: _____

If you are renting the above business location in the City of La Puente, please complete this section:

Landlord Name: _____ Phone No. _____

Address: _____

Note: Per LPMC Section 5.04.240 Business Licenses are not transferable; provided however, that where a license is issued authorizing a person to transact and carry on a business at a particular location within the city, the business license officer may, upon the filing of an application by the licensee and payment of a fee thereof, amend the license to authorize the transacting and carrying on such business under license at a different location within the city.

Owner's Initial: _____ Date: _____

I declare, under penalty of perjury that the statements and information contained in this application is true and correct to the best of my knowledge and belief. I agree to conform with all requirements of zoning, building, fire and all other applicable laws, ordinances and regulations pertaining to the operating of such business. Furthermore, I agree to notify the City of La Puente Business License Division within TEN (10) days of any change in the facts stated herein (change of ownership, address, operation, etc.) or any other facts required by this application.

Owner's Signature: _____ Date: _____

CITY OF LA PUENTE

DEPARTMENTAL COMMENTS

PLEASE REMIT \$ 200.00 NON-REFUNDABLE ONE-TIME APPLICATION FEE FOR NEW BUSINESS, CHANGE OF ADDRESS OR CHANGE OF OWNERSHIP IN ADDITION TO LICENSE TAX

LPMC SECTION NO.	TYPE OF BUSINESSES	FEE CALCULATIONS
5.04.160	Home Occupation License Tax	\$ 50.00 and \$ 5.00 for each employee including owners.
	Home Occupation Inspection Fee	\$ 83.00
SENATE BILL 1186	FOR ALL BUSINESS TYPE	A FEE OF \$ 4.00

TOTAL FEES: \$ _____

10.50.110 – HOME OCCUPATIONS**A. Purpose and Applicability.**

This Section provides locational, developmental, and operational standards for the conduct of home occupations. The provisions in this Section shall apply to home occupations were allowed in compliance with Article 2 (Zones, Allowable Uses, and Development and Design Standards) and the following standards.

B. Business Permit Required.

The operator of the home occupation shall have first received a Business Permit issued in compliance with Municipal Code Chapter 5.08 (Business and Occupations Permit).

C. Compliance Required.

All home occupations shall comply with the applicable locational, developmental and operational standards identified in this Section.

D. City Standards

Each home occupation resident (s) of the subject dwelling shall be employed on the premises in the conduct of a home occupation.

1. Only the permanent resident(s) of the subject dwelling shall be employed on the premises in the conduct of a home occupation.

2. Except as provided for in subparagraph 8., below, the home occupation shall be conducted within a dwelling and shall be clearly incidental to the structure as a dwelling.

3. There shall be no direct on-site sale of products, either wholesale or retail.

4. Maintenance of associated tools and equipment shall take place out of public view and shall not be in violation of NPDES or the City's Noise Ordinance standards, and not disrupt the residential neighborhood.

5. The use shall not generate pedestrian or vehicular visits or traffic beyond that determined by the Director to be normal for the zone or neighborhood in which it is located.

6. A list of the type, quantity and concentration of all hazardous materials and hazardous substances, as define by the California Health and Safety Code, utilized in conjunction with a home occupation shall be provided to the Fire Department and Building Department. No quantity or concentration of these materials beyond what is allowed by the Los Angeles Fire Code or Building Code for residential structures shall be allowed.

8. Not more than one room or the equivalent of 20 percent of the floor area of the entire dwelling unit, whichever is greater, shall be employed for the home occupation. Use of the garage or carport is allowed; provided, that all required vehicle storage is maintained in compliance with this Zoning Code (at least two parking spaces shall be continually maintained for parking purposes), and the garage doors shall be closed at all times when not in use.
9. The appearance of the dwelling or any accessory structure shall not be altered so that the dwelling may be reasonably recognized as serving a nonresidential use (either by color, construction, dust, hours of operation, materials, odors, lighting, noise, sounds, vibrations, etc. or that disturbs the peace). The existence of a home occupation shall not be apparent beyond the boundaries of the subject site.
10. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes as defined in the zone.
11. Visitation and deliveries incidental to the home occupation shall be limited to the hours of 7:00 A.M. to 7:00 P.M., Monday through Friday, 9:00 A.M. to 5:00 P.M., on Saturdays and Sundays.
12. Only one vehicle, in addition to the other vehicles registered to the occupant(s), owned or leased by the operator of the home occupation, which does not exceed an unladen weight of 6,000 pounds may be used by the occupant(s) directly or indirectly in connection with a home occupation.
13. Other than that, specified in Subparagraph 12., above, the home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises in a manner different from normal residential usage, except for FedEx, UPS or USPS-Type home deliveries/pick-ups.
14. Trailers used in conjunction with the home occupation shall be stored within an entirely enclosed garage or in the side or rear setback area, behind a five to six-foot high solid fence or wall.
15. No waste receptacles contrary to those provided by the City's waste franchise for the subject residential property shall be maintained on the premises.
16. Only one home occupation may be allowed in any dwelling.
17. All home occupations shall be subject to an annual inspection to ensure compliance with the requirements of this Section.
18. All pre-existing home occupations shall conform to all applicable Zoning Code requirements before or upon renewal of the annual Business Permit.
19. All Cottage Food Operations (i.e., an enterprise at a private home where low-risk food products are prepared and/or packaged for sale to consumers), conducted as a home occupation, shall be operated in compliance with the applicable provisions of this Section and Government Code Section 51035.

I certify that I have read and understand all the provisions pertaining to this application, including LPMC Section 10.16.010 regarding restrictions of a home-based business, and agree to operate within the stated limits. I understand that any violations thereof may be cause for denial or revocation of this application.

Owner's Signature: _____ Date: _____



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15900 Main Street, La Puente CA 91744
Telephone (626) 855-1508 or (626) 855-1521
Fax: (626) 961-4626

Business Name:
Business Address:

SIGNATURE SHEET

STEP 1

PLANNING & ZONING DIVISION

Comments:	Approval ☐	Denial ☐
Signature:		Date:

STEP 2

CODE ENFORCEMENT DIVISION

Comments:	Approval ☐	Denial ☐
Signature:		Date:

STEP 3

BUILDING & SAFETY DIVISION

Comments:	Approval ☐	Denial ☐
Signature:		Date:

STEP 4

LOS ANGELES COUNTY FIRE DEPARTMENT

Comments:	Approval ☐	Denial ☐
Signature:		Date:

It is the responsibility of the applicant to obtain all proper signatures from each division. A license will not be issued unless all signatures are obtained.

(Sample Statement of Intended Use Letter)

Big Ben Furniture company
1000 South Anyplace
Your City, CA 00000

April 26, 2002

To Whom It May Concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

1. Operations conducted in the building are as follows:
 - a) Upholstery – manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
 - b) Plastic furniture – manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming and assembly.
 - c) Spray painting – painting of all necessary items. All spray painting to take place in spray booth.
 - d) Warehousing of wood and metal furniture components.
 - e) General office activities.
2. See attached plot plan.
3. Materials to be stored include the following.
 - a) Metal and wood furniture frames stacked upon themselves
 - b) Wood furniture parts palletized.
 - c) Upholstery materials in racks 6 feet high.
 - d) Plastic tubing and furniture parts in racks 6 feet high.
4. Materials are stored both in racks, on pallets, and free standing. Maximum height of storage is 10 feet.
5. No alterations are planned at this time.

Sincerely,

John J. Jones
President

JJJ:ab