

# HOME OCCUPATION PERMIT APPLICATION



<b>STAFF USE ONLY</b> LEGAL DESCRIPTION FOR PROPERTY LOT NO. _____ BLOCK NO. _____ TRACT NO. _____ ZONE(S) / DISTRICT(S) _____ RENEWAL? <input type="checkbox"/> YES <input type="checkbox"/> NO PREVIOUS PERMIT NO. _____	CASE NO. _____ DATE RECEIVED: _____ CASE PLANNER: _____ ISSUE DATE: _____ EXPIRATION DATE: _____
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Application and submittal requirements can be discussed with a planner at the Permit Services Center (633 E. Broadway, Rm. 101) prior to submittal. After you have completed your application packet and are ready to submit it, please bring three (3) copies of the application with the appropriate fee to the Permit Services Center during public counter hours. A case planner will be assigned to your project after the application is officially submitted. Please complete (PRINT LEGIBLY or TYPE) the following information:

**PART 1 - APPLICANT INFORMATION**

A. \_\_\_\_\_  
First Name Last Name

B. \_\_\_\_\_  
Street Address City State Zip Code Area Code - Phone Number

C. \_\_\_\_\_  
Email Address

D. Check one box -  Owner  Renter  Other \_\_\_\_\_

**PART 2 - HOME OCCUPATION PERMIT INFORMATION**

A. Business Name on Certificate: \_\_\_\_\_  
NOTE: The business name on your certificate must match your DBA or Fictitious Business Name.

B. Please provide a description of your business operation: \_\_\_\_\_  
Check one box -  Cottage Food Operation  Office Use  Other \_\_\_\_\_

C. Present Use of Building  
 Apartment  Condominium  Duplex  Single-Family Dwelling  Townhouse  
 Other \_\_\_\_\_

D. Square footage of residence: \_\_\_\_\_ Square footage used for business \_\_\_\_\_  
What is the percentage of the square footage being used for your business? \_\_\_\_\_  
NOTE: In accordance with G.M.C. 30.45.030, no more than ten (10) percent of the residence can be used for the home occupation business, except for a Cottage Food Operation.

E. Using the space below, indicate the size and location of the proposed occupation area in relation to the entire structure, by drawing an approximate floor plan (see attached handout). Attach additional sheet if necessary.  
NOTE: For Cottage Food Operations, please identify the square footage and location of the kitchen area as well as any office area that will be used for the business.

**PART 3 - ADDITIONAL HOME OCCUPATION PERMIT INFORMATION**

- A. METHOD OF SOLICITATION - Do you advertise your business?  Yes  No  
If you answered yes, please provide a brief description of how you advertise your business: \_\_\_\_\_
- B. LICENSED MOTOR VEHICLES - Do you use a car for your business?  Yes  No  
If you answered yes, please provide the following information:  
Vehicle License Number \_\_\_\_\_ Gross Vehicle Weight \_\_\_\_\_ Vehicle Make and Model \_\_\_\_\_  
Location Kept:  Garage  Designated Parking Space  Other \_\_\_\_\_

**PART 4 - COTTAGE FOOD OPERATIONS: SUPPLEMENTAL INFORMATION REQUIRED**

For Cottage Food Operations only, please read through the following and complete the necessary information.  
NOTE: The business must be in compliance with the California Homemade Food Act (AB 1616) "Homemade Food Act", and must obtain and maintain all valid licenses and approvals required by the LA County Health Department.

- A. Pursuant to the California Homemade Food Act (AB 1616) "Homemade Food Act", one full-time employee or equivalent may be permitted.  
Do you have employees?  Yes  No  
If you answered yes, how many employees will you have: \_\_\_\_\_
- B. In accordance with the California Fire Code, the applicant must agree to the below statement. Any questions related to sewer discharge can be directed to the Fire Engineering Division of the Glendale Fire Department.  
*This is to certify that the sewer discharge from the bakery operations will be less than 200 gallons per day, and that the discharge will not have an adverse effect to the operations or flow of the sanitary sewer. Should the above be violated, it may be required to obtain an Industrial Waste Discharge Permit and to install a pretreatment device to the plumbing in the residence to limit the adverse effects to the sanitary sewer system.*  
*I understand and agree to the above criteria,* \_\_\_\_\_  
Applicant's Signature/s Date

**PART 5 - FINDINGS OF FACT (per Glendale Municipal Code Title 30, Chapter 30.45.030). A home occupation permit shall be granted only if each of the following findings exists (except for uses permitted or conditionally permitted in designated historic resources pursuant to Section 30.11.020).**

NOTE: The Director of Community Development may refuse to issue the permit where the home occupation is or will otherwise be contrary to the best interests of the surrounding property or neighborhood.

- A. No persons other than residents of the property shall be engaged on the property in the home occupation except for uses permitted pursuant to the California Homemade Food Act (AB 1616) "Homemade Food Act".
- B. No sales of products on the premises shall be permitted.
- C. No exterior aspect of the residential structure shall allow the home occupation to be reasonably recognized as a nonresidential use.
- D. No display of signs on the premises shall be permitted.
- E. No outdoor storage of material and/or supplies or other outdoor activity related to the home occupation permit shall be permitted.
- F. No increase in pedestrian or vehicular traffic shall be generated by the home occupation.
- G. No required residential parking spaces shall be displaced.
- H. No mechanical equipment, other than those used for normal household purposes, except for uses permitted pursuant to the California Homemade Food Act (AB 1616) "Homemade Food Act", shall be permitted.
- I. No hazardous process or emission of smoke, dust, noise, fumes, odors, vibrations or glare shall be permitted.
- J. No occupation shall be permitted that occupies more than ten (10) percent of the floor area of the dwelling or other building on the premises, except for uses permitted pursuant to the California Homemade Food Act (AB 1616) "Homemade Food Act"

*I have read and understand the provisions, rules and regulations of the City of Glendale, California and the Municipal Code governing the type of certificate, license or permit for which I am applying. I declare, under penalty of perjury, that all of the information contained in this application and any accompanying documents is true and correct, with full knowledge that all statements made in this form are subject to investigation. Any false or dishonest answer to any question may be grounds for denial or subsequent revocation of the certificate, license or permit. I understand that it is my responsibility to inform the City of Glendale of any changes to any information on this application or any attached forms or documents.*

\_\_\_\_\_  
Applicant's Signature/s

\_\_\_\_\_  
Date

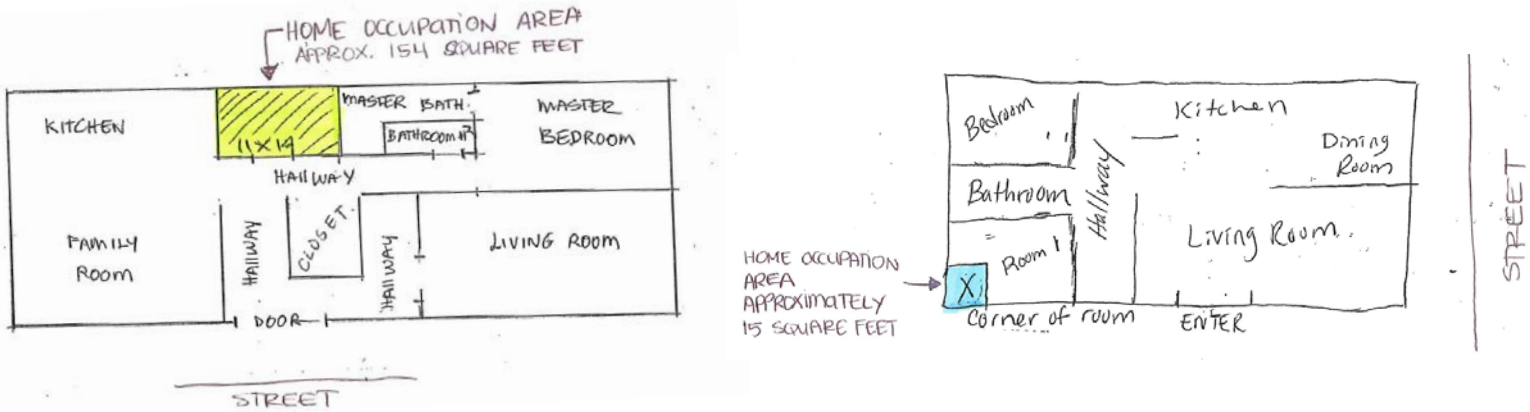


# HOME OCCUPATION PERMIT FLOOR PLAN EXAMPLES

The following are examples of acceptable floor plan drawings required for a Home Occupation Permit Application. Please indicate the size and location of the proposed occupation area in relation to the entire structure by drawing an approximate building layout. Failure to furnish any of the requested information will delay action on the request. Attach additional pages as needed. For a Home Occupation Permit, hand drawn floor plans are acceptable and must be legible.

PLEASE NOTE: The City may, in the course of processing your application request that you clarify, amplify, correct, or otherwise supplement the information required for the application.

## FLOOR PLAN EXAMPLES FOR A ONE-STORY DWELLING



## FLOOR PLAN EXAMPLE FOR A TWO-STORY DWELLING

For any dwelling that exceeds one-story, a drawing for each floor is required that identifies all areas being used for the Home Occupation, not to exceed 10% of the total square footage of the residence.

