



HOME OCCUPATION PERMIT APPLICATION

A Home Occupation Permit is required to conduct a small business from a residence. The business must be conducted in a manner that maintains the quality of life and property values in the neighborhood and does not change the residential appearance, character and use of the home.

The initial fees for a Home Occupation Permit and Business License are as follows:

- General Home Business \$157.60
- General Construction Contractor \$354.00
- Specialty Contractor \$298.50

Home occupations are allowed in residential, multiple-family, any mixed use development, and accessory dwelling units in compliance with Arcadia's Development Code, Division 7 (Home Occupation Permits). A maximum of two (2) Home Occupation are allowed per household. A Home Occupation is defined as a business within legal dwelling unit, with the business activity being incidental and clearly accessory to the primary residential use of the property.

You will be notified of the approval or denial of your application by mail. There is a ten (10) day appeal period for this application. The filing fee to appeal the decision is \$321.00.

PROHIBITED USES

The following uses are prohibited under a Home Occupation Permit:

- Adult businesses;
- Alcohol sales;
- Ammunition, explosives, or fireworks, sales, use, or manufacturing;
- Barber and beauty shops;
- Businesses that entail the commercial breeding, grooming, harboring, kenneling, raising, and/or training of dogs;
- Carpentry (on-site) and cabinet making (does not prohibit a normal wood-working hobby operation);
- Fortune telling (Psychic);
- Lawn mower and/or small engine repair;
- Massage establishments (on-site);
- Medical and dental offices, clinics, and laboratories;
- Mini storage;
- Plant nursery;
- Retail or wholesale sales of products stored at the residence;
- Storage and/or sales of equipment, materials, and other accessories to the construction and service trades;
- Tattoo parlors,
- Television, radio, or appliance repair;
- Tobacco/hookah lounges/parlors;
- Vehicle repair (body or mechanical), upholstery, automobile detailing (e.g., washing, waxing, etc.) and painting. (This does not prohibit "mobile" or resident-conducted minor repair or detailing at the customer's location);
- Vehicle sales;
- Welding and machining; and
- Other similar uses determined by the Director not to be incidental to or compatible with residential activities.



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PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

ADDRESS _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

CHECK ONE BOX: ☐ Owner ☐ Renter

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NO. _____

BUSINESS NAME ON CERTIFICATE: _____

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

PLEASE PROVIDE A DESCRIPTION OF YOUR BUSINESS OPERATION: (Attach additional information sheet if necessary)

**PRESENT USE OF
BUILDING:**

☐ Apartment ☐ Condominium/Townhouse ☐ Mixed Use

☐ Single-Family Dwelling ☐ Accessory Dwelling Units

DO YOU HAVE AN EXISTING HOME OCCUPATION AT THIS RESIDENCE? IF YES, PLEASE PROVIDE THAT INFORMATION HERE:



HOME OCCUPATION PERMIT APPLICATION

The following information must be completed by the applicant agreeing to all the requirements.

INITIAL	ACKNOWLEDGMENT
	A maximum of two (2) Home Occupation Permits are permitted at any given time.
	Only the permanent resident(s) of the property shall be employed on the premises.
	Not more than one room or a maximum of 600 square feet, whichever is greater, shall be used for home occupation except for day care uses. The use of the garage shall be allowed only when all required vehicle storage and garage parking is maintained in compliance with the Development Code and the garage doors shall remain closed at all times, except when a vehicle is entering or exiting the garage.
	Vehicle Size Limitation. Only one vehicle, owned or leased by the operator of the home occupation, not to exceed one-ton rated carrying capacity (manufacturer's specifications) may be used by the occupant(s) directly or indirectly in connection with a home occupation and parked at the residence. If such a vehicle uses the residence for parking, a dedicated space shall be provided in addition to any parking otherwise required by this Development Code. The vehicle shall be parked or stored at all times within an entirely enclosed garage
	The Home Occupation shall not involve the use of structures other than those allowed in the subject residential zone.
	No signage shall be allowed or erected in association with any home occupation use.
	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, lighting, materials, noise, odors, 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.
	The Business License Officer or designee shall have the right at any time to enter and inspect the premises.
	All existing Home Occupations shall conform to all applicable Development Code requirements upon renewal of the annual Business License.

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S

DATE