



CITY OF ARCADIA HOME OCCUPATION PERMIT APPLICATION

A Home Occupation Permit is required to conduct business in a home in residentially-zoned areas. 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 permitted occupations are listed below.

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

- General Home Business \$115.70
- General Construction Contractor \$284.00
- Specialty Contractor \$236.50

The above include a \$1 fee assessed by the State of California per SB 11864, effective January 1, 2013. You will be notified of the approval or denial of your application by mail within two weeks of the completion of your application.

Home occupations are uses that generally do not interrupt or interfere with the general nature or residential character of the neighborhood. The following uses or other uses that meet the performance standards in Section 9285.5 of the Arcadia Municipal Code (listed on page 2 of this application) are permissible home occupations:

- Accountant
- Advertising Service
- Appliance Repair Service
 - maximum one business vehicle
- Architect
- Art Restorer
- Artist or Art Teacher – maximum 2 students
- Bookkeeper
- Caterer – subject to County Health Codes
- Contractor – limited to administrative functions
- Computer Programmer
- Direct Sales
- Drafting and Graphic Design
- Dressmaking and Tailoring
- Engineer
- Exterminator
- Financial Planner
- Flower Arranging
- Gardener
- Handyman
- Home Crafts
- House Cleaning Service
- Painter
- Insurance Sales
- Interior Designer
- Internet Sales
- Locksmith
- Management Consulting
- Music Teacher – maximum 2 students
- Jeweler & Jewelry Making
- Photographer
- Planning Services
- Pool Maintenance
- Professional Office
- Production & Assembly
 - of small quantities of typically homemade items
- Real Estate Agent or Realtor
- Sales Representative
- Security Services
- Travel Services
- Tutoring – maximum 2 students
- Typist or Word Processing
- Upholstery
- Watch Repair
- Website Services
- Other _____
 - subject to approval by Development Services Director



HOP _____

CITY OF ARCADIA HOME OCCUPATION PERMIT APPLICATION

NAME: _____ DBA: _____
(Please Print) *(Business Name)*

ADDRESS: _____

TELEPHONE NOS.: _____
(Home, Office & Mobile)

TYPE OF BUSINESS – FROM LIST ON PAGE 1: _____

PERFORMANCE STANDARDS

The following performance standards shall apply to all business uses of a residence and to all home occupations and shall be complied with at all times. Please acknowledge your understanding and indicate your intention to comply with each standard by **initialing** each item in the space provided:

- _____ A. All business licenses shall be renewed on a yearly basis.
- _____ B. Home occupation uses shall be incidental to the primary use of the structure as a residential use and shall not detract from the residential character of the neighborhood. No more than 400 square feet of the floor area of the dwelling unit may be used in connection with a home occupation, including any storage in connection with a home occupation.
- _____ C. Only individuals permanently residing on the premises shall be employed in the home occupation.
- _____ D. There shall be no exterior indication of the home occupation or variation from the residential character of any buildings.
- _____ E. There shall be no exterior operations, storage, or display of materials in conjunction with a home occupation.
- _____ F. There shall be no signs, banners, or flags displayed in conjunction with a home occupation.
- _____ G. No home occupation activity shall produce any noxious matter, vibrations, glare, dust, electrical interference, or perceptible noise beyond the lot lines of the subject property.
- _____ H. The Development Services Director or designee shall have the right at any time to enter and inspect the premises.

**Must be
initialed.
Do not
mark
with
a ✓.**

I have read and understand the above listed regulations for a home occupation and do hereby agree to comply with the requirements of the Arcadia Municipal Code and to limit my activities to the business described in this application. I understand that any violation of any regulations applicable to a home occupation will be sufficient reason for revoking this permit and for me to be subject to prosecution for a misdemeanor per the Arcadia Municipal Code.

Signature of Applicant: _____ Date: _____