COMMUNITY DEVELOPMENT DEPARTMENT
1700 W. 162nd Street, Gardena CA 90247
TEL: (310) 217-9530 FAX: (310) 217-9698

Home Occupation Permit Application

Certain home businesses are permitted by the City to be carried on by the inhabitant of a dwelling. The permitted business must be incidental and secondary to the use of the structure for living purposes and cannot change the character or adversely affect the uses permitted in the zone and vicinity.

Filing of Application

With the application for a Home Occupation Permit, a non-refundable fee of $73.00 shall be paid to the City to defray the processing costs. As part of the application, the applicant, if not the owner of the property, shall have the property owner or his/her representative signs the application agreeing to the applicant conducting the business at the subject location. If the location is a condominium, an officer of the condominium association shall sign the application.

Home Occupations Permitted

The following home businesses may be permitted provided they do not involve outside storage of materials, equipment, or products and would not prevent the parking of vehicles in the garage:

1. Office use, such as contracting and consulting, when the residence is used for the sole purpose of receiving mail, telephone calls and bookkeeping.
2. Crafts and hobby uses, such as photography, artwork, and home crafts provided products and/or services are not offered for sale on site.
3. Services, such as gardening, janitorial, typing, day care, computer and telecommunication networking.
4. Off-premise sales and vending, such as import/export, product distributing, and swap meet vendors.

Home Occupations Prohibited

The following shall be expressly prohibited as home occupations:

1. Real estate, insurance, law and medical offices, or any other office that serves clients on premises.
2. Beauty shops, massage parlors, private clubs, dance studios and dating services.
3. Repair or construction of motor vehicles and appliances, machine shops and cabinet shops.
4. On-premise sales and vending.
5. Any business which is deemed to be incompatible with the surrounding land uses and which may adversely affect the health, safety and general welfare of the neighborhood in which it is located.

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[This Home Occupation Permit is categorically exempt from CEQA requirements Section 15508)]

TO BE FILLED OUT BY APPLICANT

Applicant Name	DBA
Address	Phone No.
☐ Single Family ☐ Apartment ☐ Condo ☐ Other	
Property Owner's Name (if different than applicant)	
Address	Phone No.

1. Describe in detail the nature of the home occupation, the type of business operation to be conducted and the service/product offered:

2. Number of persons involved or employed: _____ Family _____ Others _____
3. Equipment and/or tools to be used:

4. Place where equipment and/or product will be stored:

5. Method of customer contact:

6. Hours of operation (approximate) Daily: _____ Weekly _____
7. Area in dwelling to be used for this business:

I hereby certify that the above information is complete, true and correct to the best of my knowledge, and I have read and understood all of the conditions listed on the back page of this form.

Applicant	Date

NOTE: The property owner or his representative must indicate his approval of the home occupation below.
I have reviewed the information on this application and consent to the proposed home occupation.

Owner's/Condo Assoc. signature	Date
Print Name	

WARNING: Condominium residents must check to ensure that the home business does not conflict with the adopted CC&Rs.

FOR OFFICE USE ONLY

☐ Approved subject to ____ conditions (see reverse)	☐ Denied	HOP No. _____
By: _____	Date filed: _____	

CONDITIONS OF APPROVAL HOP # _____

1. There shall be no generation of traffic, parking, sewerage/rubbish or water use in excess of what is normal for a residential use.
2. There shall be no changes in the outside appearance of the residential dwelling and the home occupation shall not be visible from the street.
3. There shall be no outside storage or display of anything including signs related to the home occupation.
4. On-premise sales, vending or customers coming to the residence shall be prohibited.
5. The number of employees shall be limited to the applicant and spouse and/or one relative residing on the premises. Under no circumstances shall employees be picked up or dropped off at the site.
6. No required parking spaces either in a garage or otherwise shall be pre-empted nor more than one room in a dwelling be utilized to conduct the home occupation.
7. The number of vehicles permitted shall be limited to one vehicle or small truck/van. The vehicle must be parked in the garage or driveway, not on the street. No fleet or commercial vehicles shall be permitted on the premises.
8. The home occupation shall not create a hazard to persons/property or become a public nuisance.
9. In the event the home occupation results in a public nuisance or the applicant does not comply with any of the conditions of this permit, the City may commence proceedings to suspend or revoke this permit.
10. This home occupation permit shall not be valid until a Business License is issued.
11. The Community Development Department shall impose additional conditions deemed necessary to safeguard the health, safety and general welfare of the neighborhood.

Other Conditions:

_____

SIGNATURE