



CITY OF LAGUNA HILLS HOME OCCUPATION CERTIFICATE

Name of Applicant: _____ Name of Business: _____

Phone Number: (____) _____ Email Address: _____

Home Business Address: _____

Mailing Address: _____ (If different from Home Business Address, e.g. Post Office Box)

Application Guidelines

When submitting this certificate application, the applicant **MUST** submit this completed form, signed by applicant and property owner. A certificate application **will not** be reviewed unless this form is completed and signed. **No fee required.**

Type of Business and Description of Operations (BE SPECIFIC):

This business will be located in: Living Room Family Room Bedroom Den/Office Other: _____

Home occupation certificates control and identify locations of various small and innocuous uses or businesses operated as accessory uses within residential units but which do not change the character of such units. The execution of a Home Occupation Certificate shall serve as official acknowledgment by the applicant of the provisions of Chapter 9-60 of the Laguna Hills Municipal Code as listed below. If there are any changes to this Home Occupation, the City of Laguna Hills shall be notified within 30 days. A home occupation shall be subject to the following standards and limitations:

- A. No signage or advertising structure shall be used to identify the business.
- B. The home occupation shall be conducted solely within the residential structure and shall not operate out of doors or within an accessory structure, including garage, whether attached or detached.
- C. Only the residents of the dwelling shall be employed in the business.
- D. The home occupation shall be limited to one room of the dwelling or twenty-five (25) percent of the gross floor area of the dwelling unit; whichever is less.
- E. The home occupation shall not produce, or use in its operation any hazardous materials or chemicals nor shall these items be maintained on site.
- F. Tools and equipment used in the conduct of the business shall be those which do not generate smoke, dust, noise, or vibration beyond that typical to the residential use.
- G. No wholesale or retail business shall operate as a home occupation, except that telephone or mail marketing businesses shall be allowed providing no delivery of goods occur on premises. Limited or incidental storage of goods may be permitted on site up to a maximum of fifty (50) cubic feet.
- H. Vehicular or pedestrian traffic to the business shall not be greater than that normal in which the home occupation is conducted.
- I. No escort or dating service, fortune teller, or massagist shall be permitted as a home occupation. (Ord. 98-8 § 2 (part): prior code § 9-48.030)

Right of Entry

When it is necessary to make an inspection to enforce the provisions of the City of Laguna Hills Development Code, or when the Community Development Director has reasonable cause to believe that there exists in a building a non conforming home occupation which is contrary to or in violation of this code, the Code Enforcement Officer may enter the building or premises at reasonable times to inspect or to perform the duties imposed by this code, provided that if such building or premises are occupied that credentials be presented to the occupant and entry requested. In signing this certificate, the applicant agrees to abide by all of the above provisions.

Date _____ Assessor's Parcel Number _____

Applicant's Signature _____ Print Name _____

Date _____

Signature of Property Owner _____ Print Name _____
(If different from applicant)

THIS DOCUMENT IS A PUBLIC RECORD



CITY OF LAGUNA HILLS

HOME OCCUPATIONAL CERTIFICATE

DOES YOUR HOME BUSINESS REQUIRE ISSUANCE OF ANY OTHER AGENCY LICENSES?

United States/Federal _____ Class _____

State of California/Contractor _____ Class _____

State of California Community Care _____ Class _____

State of California DMV _____ Class _____

State of California Retail No.# _____ Class _____

State of California Wholesale No. # _____ Class _____

Does your Home Business have a legal Non-Profit status?

County of Orange Health Care _____ Class _____

County of Orange Sheriff Department _____ Class _____

County of Orange Animal Facility _____ Class _____

County of Orange Fire Authority _____ Class _____

Other _____ Class _____

Other _____ Class _____

STAFF USE ONLY (BELOW THIS LINE)

In executing a Certificate of Occupancy to permit a home occupation at the aforementioned address, I do hereby certify that based on the information provided by the applicant: 1. That the home occupation will not violate restrictions provided by the development code or any health or safety regulations applicable to the requested occupation; 2. That the home occupation will not contribute to air, water, or noise pollution in any amount greater than that of the typical residential use in which the occupation is operated.

Staff Signature _____

Title _____ Date _____

Date of Inspection _____

s/Code Enforcement

COMMENTS/CONDITIONS: Office Use Only. Applicant will comply with conditions A through I of this form.

Permit Number: _____