

City of Grand Terrace c/o MuniServices, LLC (9911)
 438 E. Shaw Ave. #367
 Fresno, CA 93710
 Toll Free Phone: (866) 240-3665
 Toll Free Fax: (855) 219-4338
 Email: bizlicensesupport@muniservices.com



General Information

Home Occupation Application

OFFICE USE ONLY

File No.:	Date Submitted:	Received By:	Fee(s):
Applicant's Name:		Phone Number:	FAX Number:
Site Address:			
Legal Owner's Name:		Phone Number:	FAX Number:
Legal Owner's Address (if different than above):			
Type of Dwelling: <input type="checkbox"/> Single Family <input type="checkbox"/> Condo <input type="checkbox"/> Apartment			
Type of Home Occupation:			
Please answer the following questions:			
Will people come to your home for services?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Where will the products be sold?			
Total number of: _____ employees; _____ subcontractors; _____ consultants			
Room of home devoted to occupation (den, bedroom, garage, etc.)			
Approximate square footage of this room:			
What type of mechanical devices will be used?			
What type of supplies or materials will be stored; where and how will they be stored?			
Will a commercial vehicle be utilized?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what type?
Please enclose the following with your application:			
<input type="checkbox"/> Floor plan of the subject property & indicate percentage of space used for business			
<input type="checkbox"/> Letter of intent describing the business and typical types of activities			
NOTE:	If you are a renter, the owner or landlord of the residence must also sign this application. If the residence is a condominium/townhouse, an authorized representative of the Homeowner's Association must also sign this application.		

Affidavit

I certify that the foregoing statements and answers herein contained and any other information herewith submitted as part of this application are in all respects true and correct to the best of my knowledge and belief. I further certify that the above Home Occupation will be conducted in compliance with the applicable provisions of the Grand Terrace Municipal code, and I understand that any violation of the provisions of the Municipal Code constitutes a misdemeanor and may result in criminal prosecution by the City of Grand Terrace, as well as revocation of this permit.

Date:	Applicant's Signature:
Print Name:	
Date:	Property Owner's Signature:
Print Name:	

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Standard Conditions

Home Occupation Application

Name of Business:	HOP Number:
Business Address:	HOP Type:

Prior to approval a request for a Home Occupation Permit the Community Development Director or his/her designee shall find that the proposed use meets the following criteria:

- A.** Only those members of the household who also reside on the premises may perform work at the subject Home Occupation premises. Nonresidents associated with the subject HOP may not perform any duties or services on the premises subject to the Home Occupation Permit.
- B.** There shall be no direct sales of products or merchandise.
- C.** Pedestrian and vehicular traffic will be limited to that normally associated with residential districts, within the Vehicle Policy criteria formally adopted by the Planning Commission.
- D.** The Home Occupation shall not involve the use of commercial vehicles for the delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses or allowed within the Vehicle Policy for Home Occupations.
- E.** Up to twenty-five percent of the living space or two hundred fifty square feet, whichever is greater, of the residence may be used for storage of materials and supplies related to the home occupation.
- F.** There shall be no outdoor storage of materials or equipment, nor shall merchandise be visible from outside the residence.
- G.** The home occupation shall be confined within the main residential building. A detached garage shall be considered as part of the main residential building.
- H.** The appearance of the structure shall not be altered nor shall the occupation within the residence be conducted in a manner which shall cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs or the emission of sounds, noises and vibrations.
- I.** The use of utilities and community facilities shall be limited to that normally associated with the use of the property for residential purposes.
- J.** There shall be no public advertising of the business address which is subject of a home occupation permit. Only the services provided and phone number can be subject of advertising. In case applicant desires to include the HOP mailing address in his/her advertisement it may not include the physical address of HOP. a post office box or other mail collection system shall be used instead. Advertising signs on the subject property shall be prohibited.
- K.** Type II HOPs (those with employees, subcontractors or sub consultants that work off premises) shall be re-evaluated at the end of the first year of operation. No further fee is required. In the event that the Community Development Director or his/her designee determines, based upon evidence presented, and after hearing with the Permittee, that there are significant negative impacts on the neighborhood, the Home Occupation Permit shall be revoked.
- L.** Community Development Director may add other criteria according to specific circumstances to avoid potential negative impacts in the neighborhood.

Special Conditions:

Acceptance of Conditions

I am the owner of the HOP business described above. I am aware of and accept all conditions set forth herein. It is further understood that all of the aforementioned special conditions which require installation and improvements shall be completed in a manner satisfactory to the Community Development Department of the City of Grand Terrace and shall not be deemed complete until approved and accepted as completed by said Department

Date:	Applicant's Signature:
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Print Name:

Date:	Gary Koontz, Community Development Director:
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