City of Ontario
Planning Department
303 East "B" Street
Ontario, CA 91764
Phone: (909) 395-2036
Fax: (909) 395-2420

Home Occupation Permit Application

GENERAL INFORMATION (print or type)

Property Owner: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

Applicant: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Email: _____

☐ Property Owner

☐ Renter *(the property owner's signature is required on this application)*

PLEASE NOTE THAT PROOF OF RESIDENCY IS REQUIRED

(For staff use only)

File No.: _____

_____

Date Filed: _____

Action: ☐ ***Approved*** ☐ ***Denied***

By: _____

Date: _____

BUSINESS DESCRIPTION

Fully describe the proposed business (be specific): _____

_____

_____

_____

_____

_____

_____

_____.

List all materials and equipment to be used and/or stored on the property in conjunction with the business: _____

_____

_____

_____

_____.

List all vehicles (including trailers) to be used and/or stored on the property in conjunction with the business: _____

_____

_____

_____

_____.

Total area of the dwelling devoted to the home occupation: _____ square feet.

Number of rooms in the dwelling devoted to the home occupation: _____.

Percent (%) of the total area of the dwelling devoted to the home occupation: _____.

Number of employees: _____. Does the business employ anyone other than members of the resident family? ☐ Yes ☐ No

HOME OCCUPATION REGULATIONS

Home occupations are subject to the following regulations:

1. A home occupation shall be clearly incidental and subordinate to the primary residential use;
2. Only the occupant of the dwelling may engage in the home occupation;
3. Not more than one client or customer shall visit the premises at any one time, except in-home educational activities, including, but not limited to, music lessons, academic tutoring or religious instruction, provided no more than 3 students are present at any one time;
4. There shall be no change in the outward appearance of the premises;
5. There shall be no advertising that identifies the home occupation by street address;
6. No on premise signs advertising the location of the business shall be permitted;
7. The home occupation shall be conducted within an enclosed structure, confined to one room of the dwelling and occupying no more than 10% of the GFA of the dwelling, except that horticulture activities may be conducted outdoors in conjunction with a single family dwelling located in the appropriate zoning district; however, all activities shall take place within the rear ½ of the lot and occupy no more than 5% of the net lot area;
8. Only one vehicle, no larger than a 1-ton pick-up truck or van, may be maintained on the property, either directly or indirectly in connection with the home occupation;
9. There shall be no use or storage of materials, chemicals, compounds or equipment not typically recognized as being part of a normal household or hobby use;
10. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises;
11. The home occupation shall not generate vehicular or pedestrian traffic in greater volume than normal;
12. The home occupation shall not involve the use of commercial vehicles for delivery of materials either to or from the premises, except the use of standard parcel delivery services;
13. No equipment or process shall be used which creates noise, odor, smoke, glare, dust, fumes, vibration, or result in interference with radio or television reception detectable to the normal senses outside the dwelling;
14. If the occupation is conducted on rental property, the property owner's written authorization shall be provided on the permit application;
15. No home occupation shall be conducted without a current City of Ontario business license.

NOTE:

Pictures are required to be submitted along with your home occupation application if a vehicle and/or utility trailer is to be maintained on the property either directly or indirectly in connection with the home occupation.

APPLICANT ACKNOWLEDGEMENT

I hereby certify and say that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief. Furthermore, I have read and fully understand the Home Occupation regulations and will fully comply with each regulation as it pertains to my business.

Signature: _____ Date: _____

PROPERTY OWNER ACKNOWLEDGEMENT ***(Completion of this section is required only if the applicant is a renter)***

I hereby certify and say that I am the owner of the real property involved in this application and do hereby consent to the filing of this Home Occupation Permit application.

Signature: _____ Date: _____

Name *(print or type)*: _____

Email: _____