# OF GOOD NEIGH

#### **CITY OF HAWTHORNE**

4455 W. 126th Street • Hawthorne, CA 90250-4482

## INSTRUCTIONS FOR FILING AN APPLICATION FOR A HOME OCCUPATION PERMIT

- 1. To apply for a Home Occupation Permit you must complete, review and/or sign the following forms:
  - A. Application for a Home Occupation Permit;
  - B. Statement of Conditions to Conduct a Home Occupation;
  - C. Detailed description of type of business, items being sold, and/or services provided;
  - D. Property Owner's Authorization Form (applicable only if you rent your residence or live in a condominium / townhouse unit); and
  - E. Business Tax Certificate / Permit Application Form.
- 2. Once you have completed and signed the forms they must be submitted to the Business License Division along with the following fees made payable to the "City of Hawthorne":
  - A. Planning Department Filing Fee (one time only fee, see staff for amount)
  - B. Business License Tax (annual fee, dependent on estimated gross receipts)
  - C. Business License Application Fee (one time fee of \$56.00)

#### PLEASE NOTE THAT ALL FILING FEES ARE NON-REFUNDABLE

The forms and the filing fee may be delivered in person to:

Business License Division City of Hawthorne 4455 West 126th Street Hawthorne, California 90250 (310) 349-2935

3. Once the forms and fees are received by the Business License Division they will first be reviewed by the Planning Department. Upon approval by the Planning Department, the Home Occupation / Business Tax Certificate will be issued by the Business License Division.

RIGHT OF APPEAL: The applicant may appeal the Planning Department's decision to deny or revoke a home occupation permit to the Planning Commission. The Planning Commission shall either approve the application with conditions or deny the application based on its findings. The decision of the Planning Commission shall be final unless it is appealed to the City Council. The appeal process shall be governed pursuant to the provisions set forth in Sections 17.40.190 - 17.40.220 of the Hawthorne Municipal Code.

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## A STATEMENT OF CONDITIONS TO CONDUCT A HOME OCCUPATION

- 1. The home occupation shall be clearly incidental and secondary to the use of the structure for dwelling purposes and shall not alter the residential character of the premises.
- 2. All operations shall be carried on within the dwelling, with not more than twenty (20) percent of the ground floor area of the dwelling to be used, including any area used for storage.
- No motors other than electrically driven motors shall be used in connection with the home occupation, and that the total horsepower of such motors shall not exceed two horsepower, or one-half horsepower for any single motor.
- 4. No signs, advertising devices, merchandise or articles shall be displayed for advertising purposes.
- 5. No person other than a permanent resident of the subject premises shall be employed in the home occupation.
- 6. The home occupation shall not generate an increase in vehicular or pedestrian traffic to the residence other than what would normally be associated with a residence.
- 7. No customers may come to the home occupation residence. All in-person contact must take place at an off-site location such as the customer's residence or place of business. The only exception will be a student arriving to a home occupation residence for the sole purpose of one-on-one music or arts instruction or academic tutoring. Music and arts instruction will be allowed only between the hours of nine a.m. to eight p.m. daily. Academic tutoring will be allowed only between the hours of nine a.m. to ten p.m. daily
- 8. No home occupation shall by reason of noise, odor, dust, vibration, fumes, electrical interference or other causes, disturb or have the potential to disturb the peace health, safety, or welfare of neighboring residents or property owners.
- 9. No home occupation in a rented or leased residential unit shall occur without the written authorization of the property owner or apartment manager.
- 10. There shall be no use of utilities for home occupations beyond what is normally associated with residential purposes.

**REVOCATION OF PERMIT:** The Director of Planning may, at any time, revoke a home occupation permit for noncompliance or for any violation of the conditions set forth in granting such approval. A written notice of intention to revoke shall be mailed to the applicant not less than ten days before the revocation. The applicant may appeal the decision to revoke the home occupation permit to the Planning Commission pursuant to the procedures set forth in Section 17.72.060 of the Hawthorne Municipal Code.

I, the undersigned, acknowledge that I have read and undersigned that I have read and undersigned permit and certify that I agree to operathat criteria.	
Signature of Applicant	Date



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### **HOME OCCUPATION PERMIT**

#### PLEASE PROVIDE THE FOLLOWING INFORMATION:

App	olicant's Name	Address	City	Zip	Phone	
Pro	pperty Owner's Name	Address	City	Zip	Phone	
	EASE ANSWER THE FOLLO olication):	OWING (any questions l	eft blank will au	tomatically	results in denial of you	
1.	Are you employed on a full-titelephone.				er's name, address and	
2.	What is the name of the proposed home occupation business?					
3.	Describe the nature of the proposed home occupation business. (Be specific)					
4.	In which area of your resider	nce will the home occupa	tion business be	conducted?		
5.	How many square feet is this	s area?				
6.	Will you have any employees # residing in the residence_	s? Yes No # resid	If yes, please sp ding outside of re	ecify: sidence		
	Where will employees work a	and in what capacity:				
7. 8.	What equipment and/or tools Where in the home will the e					
0.	Where in the nome will the e	quipment and/or products	s be stored:			
9.	Will trucks, trailers, or other e	equipment be used in you	ır business? Yes	s No	if yes,	
	What is the vehicle type? How many vehicles? Does the vehicle exceed thre Address of storage location v	ee-fourths ton capacity?	YesNo	 )		
10.	Is this proposed home occup	pation intended to be a ful	ll-time or part-tim	e activity? _		
11.	What are the approximate ho	ours of operation? Mon. t	to Fri.	Sat. and	d Sun	
	What type of advertising will	be used to attract custom	ners?			
13.	What is the size (square feet					
14.	Will you have an alarm syste	em in your home? Yes	No			
15.	How many individuals reside	at your residence?				
16.	How many clients do you exp	pect will visit your residen	ice? Mon to Fri _	Sat_	Sun	



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Please give a detailed description of the type of business activities and a listing of types of merchandise that will be sold and/or the type of services that will be off Please write legibly, being very specific in your description. You may attach addit pages if needed.				
Signature of Applicant		Date		
FOR OFFICE USE ONLY:				
Filing Fee:	Date:	Account No.		



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### HOME OCCUPATION PERMIT APPLICATION

PROPERTY OWNER'S AUTHORIZATION FORM

TO BE	COMPLETED BY TH	E APPLICANT ONLY:
	Name:	
	Address:	Telephone
		usiness/Home Occupation
ТО ВЕ		DIVIDUAL PROPERTY OWNERS ONLY:
	Name(s)	
	Address	Telephone
	their proposed home governed by the req and that the Home	the aforementioned property hereby authorize our tenant(s) to conduct occupation. I/we understand that the operation of a Home Occupation is uirements contained in Section 17.72 of the Hawthorne Municipal Code Occupation / Business Tax Certificate can be revoked at any time if the the conditions of approval.
	Signature(s)	Date
ТО ВЕ	COMPLETED BY CO	NDOMINIUM ASSOCIATION OFFICERS ONLY:
	Name and Title	
	Name and Title	
	Address	Telephone
	conduct their propose Occupation is gover Municipal Code and	officers of the aforementioned property hereby authorize our tenant(s) to sed home occupation. I/we understand that the operation of a Home ned by the requirements contained in Section 17.72 of the Hawthorne that the Home Occupation / Business Tax Certificate can be revoked a ant fails to meet the conditions of approval.
	Signature(s)	Date