



City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

HOME OCCUPATION PERMIT

APPLICATION TYPE AND FEE:

Home Occupation: \$175

FOR OFFICE USE ONLY

Date Filed: _____ Project Case #: _____

Home Occupation Permits are issued by the Community Development Department (Planning Division). Following approval, a business license will be required. Permits are subject to periodic review to ensure compliance.

SECTION I – APPLICANT INFORMATION

Applicant's Name: _____

Occupation Site/Home Address: _____

Phone: _____ Email: _____

Property Owner's Name: _____

Phone: _____ Email: _____

SECTION 2 – OCCUPATION QUESTIONNAIRE

Description of Home Business/Occupation: _____

Please answer the following questions in detail:

- How many persons will be employed? Include yourself. Total Number: _____
- Will your home occupation involve a service or produce a product?

- In what room(s) will the home occupation be conducted? (i.e. den, office, etc.)

- What type of mechanical devices will be used in your home occupations?

- What type and how many supplies or materials will be stored? In what room will they be stored?

- Where will the products be sold? _____
- Will people come to your home for the product or service? Yes No
- Will there be advertising signs displayed on house or on business vehicle that would be parked in front of the dwelling? Yes No
- Will the home occupation involve the use of commercial vehicles that would exceed ¾ ton-rated capacity for delivery of materials to or from the premises? Yes No

10. If trucks or other equipment will be used in your home occupation, where will they be parked or stored?

11. Will there be use of utilities of community facilities beyond the normal use of the property for residential purposes?

SECTION 3 – APPLICANT AND OWNER’S SIGNATURE

I have read and understand Section 17.12 “Home Occupation” of the Loma Linda Municipal Code (page 3) and believe to the best of my knowledge that my proposed Home Occupation will not violate any portion of said Section of said Code. I further understand that Home Occupations are subject to Loma Linda Municipal Code Section 5.04 “Business Taxes,” and I agree to pay the required business license fees as determined by the Business Tax Department.

Print Name (Applicant)	Signature	Date
Printed Name of Owner or Property Manager	Signature	Date

Please note, if the property owner does not sign this form, we will need a letter from the owner stating their awareness that the tenant is applying for a home occupation permit and that they are permitting such use in their residence. Attach the letter or send a digital copy via email to planning staff.

SECTION 4 - * CITY USE ONLY*

General Plan Designation and Zoning District: _____

Is business in compliance with Zone? Yes No

Notes: _____

DECISION: **APPROVED** **DENIED**

Authorized Signature Community Development Dept. 909-799-2830	Date of Decision
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Cc: Business Tax Dept.; Fire Marshal; Finance Department

**LOMA LINDA MUNICIPAL CODE, TITLE 17 ZONING
CHAPTER 17.12 HOME OCCUPATIONS**

17.12.010 Permitted when.

Home occupations shall be permitted providing the standards set forth in this chapter are adhered to. (Ord. 98 § 12.11 (part), 1974)

17.12.020 Visual sign of business prohibited.

No residence shall outwardly manifest any visual sign of conducting a business. (Ord. 98 § 12.11.01, 1974)

17.12.030 Regular outside employees prohibited.

Only family members shall be involved in any such business with no outside employees employed on a regular basis. (Ord. 98 § 12.11.02, 1974)

17.12.040 Use of one room only permitted.

No more than one room of the residence shall be used for business purposes, and in no manner shall a required garage area be utilized or any portion of the business conducted outdoors. (Ord. 98 § 12.11.03, 1974)

17.12.050 Commercial traffic generation prohibited.

No commercial or patron traffic shall be generated by the use beyond normal traffic in the neighborhood, and no commercial vehicles other than one vehicle of a three-fourths or less ton capacity be parked in the residential area. (Ord. 98 § 12.11.04, 1974)

17.12.060 Nonresidential appliances prohibited.

No appliances or equipment utilized shall be of a type not normally associated with residential living. (Ord. 98 § 12.11.05, 1974)

17.12.070 Unusual manifestations prohibited.

No unusual noise, heat, vibration, smoke, glare, dust, traffic, appearance, or other manifestation not usual to the general neighborhood shall be connected with a business use of a residence. (Ord. 98 § 12.11.06, 1974)

17.12.080 Administrative approval and review required.

All such uses shall receive prior administrative approval from the planning department prior to issuance of a home occupation permit or a business license and shall be subject to periodic review to ensure compliance. (Ord. 98 § 12.11.07, 1974)

17.12.090 Uses prohibited.

A. No actual retail sales or manufacturing other than simple assembly shall be conducted on the premises other than by phone or mail.

B. Storage of hazardous or unsafe substances, materials or products for use or sale in any home occupation activity shall be prohibited. (Ord. 450 § 2, 1991: Ord. 98 § 12.11.08, 1974)