



**CITY OF REDLANDS**  
**HOME OCCUPATION PERMIT APPLICATION**

*FOR STAFF USE ONLY*

Development Services Department  
35 Cajon Street, Suite 20  
Redlands, CA 92373  
(909) 798 - 7555 option 2

H.O.P. NUMBER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

*Fields outlined in red indicate information is required on that line.*

NAME OF APPLICANT (PRINT): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NAME OF PROPERTY OWNER (PRINT): \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE (OR AUTHORIZED AGENT):

\_\_\_\_\_  
*(Notarized signature is required if the Applicant is not the legal property owner.)*

**BUSINESS INFORMATION:**

NAME OF PROPOSED BUSINESS: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF ACTIVITIES (SUCH AS: OFFICE USE ONLY; MAIL ORDER; TYPES OF

VEHICLES OR EQUIPMENT USED; ETC.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **CRITERIA:**

Section 18.160.020 of the Redlands Municipal Code states that the following criteria shall be used to determine if a Home Occupation Permit application may be approved:

- A. There shall be no employment of persons other than the resident family of the dwelling. The individual primarily responsible for the home occupation shall live in the dwelling.
- B. There shall be no material or equipment used that is not recognized as being part of the normal practices in the residential district.
- C. There shall be no direct sales of products or merchandise from the home, except for produce (fruit or vegetables) grown on the subject property.
- D. The home occupation shall not allow customers or clientele to visit the dwelling. However, incidental uses such as music lessons, tutoring, and the sale of produce may be permitted if the intensity of such use is approved by the Community Development Director.
- E. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses.
- F. The home occupation shall not involve the use of advertising signs on the premises, or any other local advertising media which calls attention to the fact that the home is being used for business purposes, telephone number listing excepted.
- G. No more than ten percent (10%) of the total square footage of the dwelling or one room of the dwelling, whichever is less, shall be employed for the home occupation. Use of the garage for the home occupation may be permitted if such use does not obstruct required parking.
- H. No accessory building or space outside of the main building shall be used for the home occupation. No outdoor storage, including the storage or parking of vehicles associated with the use, shall be permitted.
- I. In no way shall the appearance of the structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emission of sound, noise, or vibrations, or other visible evidence of the activity.
- J. There shall be no increase in the use of utilities (including water, sewer, electricity, and garbage collection) or community facilities so that the combined total use for the dwelling and home occupation does not exceed that normal to the use of the property for residential purposes.

- K. Use of the United States Postal Service in conjunction with a mail order home occupation shall be done by means of a post office box.
- L. A home occupation permit is not valid until a current city business license is obtained.
- M. If an applicant is not the legal property owner of property where a home occupation is to be conducted, notarized written permission from the property owner approving use of the dwelling must be submitted with the application.

*Will the proposed home occupation meet all criteria above?*     Yes     No

**APPLICANT'S CERTIFICATION:**

I certify that I have read the preceding Home Occupation Permit criteria of the Redlands Municipal Code, fully understand and will comply with all of these requirements.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR STAFF USE ONLY

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS AND/OR CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_