



HOME OCCUPATION PERMIT APPLICATION

Application and submittal requirements can be discussed with a planner at the Permit Services Center (633 E. Broadway, Rm. 101) prior to submittal. After you have completed your application packet and are ready to submit it, please bring it to the Permit Services Center during public counter hours. A case planner will be assigned after the application is officially submitted.

Please **PRINT** or **TYPE** all information

PART 1 – PROPERTY INFORMATION

- A. Street address of premises for which the home occupation permit is requested _____
B. Zone(s) / District(s) _____
C. Legal description of the property: Lot No. _____ Block No. _____ Tract No. _____

PART 2 – APPLICANT INFORMATION

- A. _____
(First Name) (Last Name)
B. _____
(Street Address) (City) (State) (Zip Code) (Area Code - Phone No.)
C. Check one box - Owner Renter Option Holder* Other _____

* Complete below regarding property owner

PART 3 – HOME OCCUPATION PERMIT INFORMATION

- A. Name to be used on certificate _____
B. Type of business proposed _____
C. Present use of building
 Apartment Condominium Duplex
 Single-dwelling unit Townhouse Other _____
D. Square footage of residence _____
E. Square footage to be used for home occupation _____ % of total square footage _____
F. Method of soliciting business _____
G. Licensed motor vehicles to be used in conjunction with proposed home occupation:
License number _____ Gross Vehicle Weight _____ Location kept _____

H. **Using the space below**, indicate the size and location of the proposed occupation area in relation to the entire structure, by drawing an approximate building layout (attach additional sheet if necessary).

PART 4 – FINDINGS OF FACT (per Glendale Municipal Code Title 30, Chapter 30.45.030)

A home occupation permit shall be granted only if each of the following findings exists (except for uses permitted or conditionally permitted in designated historic resources pursuant to Section 30.11.020).

- A. No persons other than residents of the property shall be engaged on the property in the home occupation.
- B. No sales of products on the premises shall be permitted.
- C. No exterior aspect of the residential structure shall allow the home occupation to be reasonably recognized as a nonresidential use
- D. No display of signs on the premises shall be permitted.
- E. No outdoor storage of material and/or supplies or other outdoor activity related to the home occupation shall be permitted.
- F. No increase in pedestrian or vehicular traffic shall be generated by the home occupation.
- G. No required residential parking spaces shall be displaced.
- H. No mechanical equipment, other than those used for normal household purposes, shall be permitted.
- I. No hazardous process or emission of smoke, dust, noise, fumes, odors, vibrations or glare shall be permitted.
- J. No occupation shall be permitted that occupies more than ten (10) percent of the floor area of the dwelling or other building on the premises.

I understand/agree to the above criteria, _____

Applicant's Signature

Authorized agent/ Property manager

I certify that I, _____, am the authorized agent/ property manager for the property owner for the following address _____ and that I am authorized to consent to this application on behalf of the property owner .

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Dated _____ Signature _____

1. _____	2. _____
Property Owner's Name	Property Owner's Name

_____	_____
Property Owner's Signature	Property Owner's Signature

_____	_____
Property Owner's Street Address if not applicant	Property Owner's Street Address if not applicant

_____	_____	_____	_____
City	State	Zip Code	City State Zip Code

_____	_____	_____	_____
Phone Number	Date	Phone Number	Date

Note: Failure to furnish the above information will delay action on the request. Four (4) copies of this application are to be submitted.

FOR STAFF USE ONLY

Date received in Permit Services Center _____ Received by _____ Date Stamp _____		
Fee paid _____ Receipt No. _____		

ZONING ADMINISTRATOR'S DECISION

- Approved** – see back of permit for conditions
- Denied** – see Glendale Municipal Code, Chapter 30.62, for appeal procedure



CONFLICT OF INTEREST STATEMENT

Submit to Permit Services Center, 633 E. Broadway, Rm. 101. For more information call 818-548-3200.

Please **PRINT** or **TYPE** all information

Section 84308 of the Glendale Municipal Code prohibits an "elected or appointed officer, or alternate, or candidate for office, who serves on a quasi-judicial board or commission, from accepting, soliciting or directing a contribution or \$250.00 or more from any person, or his or her agent, who has an application for a license, permit or other entitlement for use pending before any body of which the officer or alternate is a member of, or for three (3) months following the date a decision is rendered on the application, or from any person, or his agent, who actively supports or opposes the application." **Further, said State law section requires applicants for permits to disclose whether or not they have made any such contributions to any board or commission members.** Therefore, the following statement must accompany every application filed with the Planning Department for processing.

Have you or your agent made a contribution for election purposes of \$250.00 or more to any member of the Planning Commission, Environmental and Planning Board or Zoning Administrator during the twelve (12) months preceding filing of the application?

Yes No

If "Yes," to whom? _____ When? _____

I hereby certify under penalty of perjury that the above information is true and correct.

Applicant's Signature

Date