



# City of La Habra Heights

Building Division

## Business License with Home Occupation Application

1245 No. Hacienda Road  
La Habra Heights, CA 90631

Office: (562) 694-6302 Fax: (562) 690-5010

Date Stamp

Please fill out this form completely in order to be considered for a Business License with Home Occupation Permit. Under Chapter 3.5 of the City of La Habra Heights Municipal Code, any non-horticultural activity regularly carried out for gain by a resident and conducted as a secondary use at the resident's dwelling within the City of La Habra Heights must possess a valid business license with home occupation permit.

### Applicant Information

New Application
  Renewal
  Change of Address
  Change of Owner

Business Name/DBA:

Business Owner(s) Name:

### Business Address (Mailbox vendor addresses are permitted with correct authorization forms)

Address:

City: State: Zip: Phone:

Fax: Email:

Business Description:

Ownership Type:  Corporation  Sole  Partnership  L.L.C.  Trust

### Mailing Address (if different from above)

Address:

City: State: Zip: Phone:

### Additional Information (Only one form of identification is necessary)

State Contractor License # (if applicable): License Type:

Federal ID or SSN #: CA Driver's Lic.# CA ID# Individual Taxpayer ID#

Will you be operating the business out of your home in La Habra Heights?  Yes  No If yes, fill out a **Home Occupation Permit Form**

Will you be using any Subcontractors?  Yes  No If yes, please submit a **Subcontractor List** (required prior to final inspections of projects)

Will you be using any vehicles in the City of La Habra Heights?  Yes  No If yes, submit additional payment for **Vehicle Decal Fee**

### Workers' Compensation (For contractors only)

- I certify that I will not employ any person in any manner so as to become subject to the workers' compensation laws of California, as provided by Section 3700 of the California Labor Code
- I have and will maintain workers' compensation insurance or a certificate of consent to self-insurance for worker's compensation, as provided by Section 3700 of the California Labor Code, for the duration of any business activities conducted for which this license is issued

*I declare under penalty of perjury that I am authorized to make this binding statement on behalf of the business or individual identified above. The statements made are true and in compliance with the City of La Habra Heights Municipal Code.*

Print Name

Date

Signature

Title

Office Use Only			
BUS LIC No.	Receipt No.	By	Fees Paid



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**Please fill out this form completely in order to be considered for a Business License with Home Occupation Permit.**

Chapter 3.5 of the La Habra Heights Municipal Code defines a Home Occupation as any non-horticultural activity regularly carried out for gain by a resident and conducted as a secondary use at the resident's dwelling. Home occupation includes any such activity regardless of whether the primary operations of the home occupation occur at the resident's dwelling or elsewhere.

### HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING REGULATIONS AND REQUIREMENTS

Please read the following provisions from the Municipal Code, initial each statement and sign below if you accept these conditions

- \_\_\_\_\_ A. There shall be only limited stock-in-trade associated with the home occupation, provided that keeping of such stock does not conflict with the other provisions of this Code, and provided such stock does not hinder the parking of vehicles in a garage.
- \_\_\_\_\_ B. A home occupation shall be conducted in a dwelling and shall be clearly incidental to the use of the structure as a dwelling.
- \_\_\_\_\_ C. There shall be no external alteration of a dwelling in which a home occupation is conducted, and the existence of a home occupation shall not be apparent beyond the boundaries of the site, except for a nameplate in accord with the provisions of Article 7.
- \_\_\_\_\_ D. No one other than a resident of the dwelling shall be employed in the conduct of a home occupation.
- \_\_\_\_\_ E. No motor or mechanical equipment shall be permitted other than normally incidental to the use of the structure as a dwelling.
- \_\_\_\_\_ F. A home occupation shall not create any radio or television interference or create noise audible beyond the boundaries of the site.
- \_\_\_\_\_ G. No smoke, odor, liquid or solid waste shall be emitted.
- \_\_\_\_\_ H. No vehicles or trailers, including pick-up trucks and vans, or construction or other equipment, except those normally incidental to residential use, shall be kept on the site.
- \_\_\_\_\_ I. A home occupation shall not create pedestrian, automobile, or truck traffic significantly in excess of the normal amount in the district.

***I have read and agree to abide by the regulations and conditions on this application. I will make the premises available for inspection to assure compliance with the regulations. If at any time it is found that the business is not operating in compliance with the regulations, the permit may be immediately revoked by the City of La Habra Heights.***

Signature

Title

Date

Please Make Checks Payable To:  
**City of La Habra Heights**

Fees:	
Fee Schedule	Fees Due
Business License Fee: \$284.11	\$284.11
<b>Total Due:</b>	

#### Office Use Only

Approved

Code Compliance Officer

Approval Date

Denied

Denial Date(s)

\*\* If Denied, Report from Code Compliance Officer is Required