

HOME OCCUPATION (HOME-BASED BUSINESS) QUESTIONNAIRE

License#(if current license holder): _____

Business Name: _____

Home Occupation Address: _____

A Home Occupation (Home-Based Business), as defined by the UDC (Unified Development Code), is any occupation or profession conducted from a principal residence in a residential zoning district, as an accessory use. All Home Occupations are required to obtain and maintain a Business License with the City of Glendale. Home Occupations are further described in Section 35.3.204.G of the UDC (attached). In order to determine whether your home-based business is permissible, please answer the following questions by marking the box to indicate yes or no:

1. Is the address listed above your primary residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will you utilize more than 5% of the home or 10% of the combined area of the garage/accessory building for storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will employees, other than residents of the home, visit or work onsite?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will you have more than one (1) commercial delivery vehicle a day deliver to the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will customers or clients visit the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will your business produce any offensive noise, vibration, smoke, dust, odors, heat, or glare beyond the boundaries of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Will you display any signs or other exterior evidence the business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

In the space below, please provide any other information concerning your home-based business that you feel staff should know when reviewing your application.

I certify that the statements made on this questionnaire are true and complete to the best of my knowledge and I agree to comply with the City's regulations for Home Occupations (Class I). Failure to complete this form may result in a delay or denial in licensing your business—please attach this form to your Business License Application.

Signature of Business Owner/Applicant

Date

HOME OCCUPATION (HOME-BASED BUSINESS) QUESTIONNAIRE

This handout is intended to provide information on Home Occupation (Home-Based Businesses) standards and conditions for the City of Glendale. Those who choose to operate a home-based business must adhere to the following zoning ordinance:

Section 35.3.204.G Home Occupations.

A. Home Occupations (Class I) are accessory uses in all residential districts. An occupation or profession is considered a home occupation when it:

- 1) Is conducted entirely from within the principal residence with no activity or storage in the garage or other accessory buildings, or in other outdoor areas, except as allowed below;
- 2) Is conducted only by a resident or residents of the dwelling unit (no employees other than the family), no outside employees visit the site;
- 3) Does not have any customer traffic or more than one (1) commercial delivery vehicle a day coming to the residence related to the home occupation;
- 4) Produces no offensive noise, vibration, smoke, dust, odors, heat, or glare beyond the boundaries of the property;
- 5) Is clearly incidental and secondary to the use of the dwelling unit for residential purposes with storage for the use limited to a maximum of five (5) percent of the total floor area and a maximum of ten(10) percent of the collective floor area of the garage or accessory building;
- 6) Has no signs or other exterior evidence of its existence;
- 7) A valid City sales tax and business License is maintained for business purposes;
- 8) Activity shall be limited to the hours between 7:00 a.m. and 10:00 p.m.; and
- 9) Any parking incidental to the home occupation shall be provided on site.

B. Home Occupations (Class II) are subject to conditional use permit in all residential districts. It is required when any of the following standards cannot be met by the proposed home occupation:

- 1) Is conducted entirely from within the principal residence with no activity or storage in the garage or other accessory buildings, or in other outdoor areas;
- 2) Is conducted only by a resident or residents of the dwelling unit (no employees other than the family), no outside employees visit the site;
- 3) Does not have any customer traffic or more than one (1) commercial delivery vehicle a day coming to the residence related to the home occupation.

C. Except as may be provided by conditional use permit approval in conjunction with a Home Occupation (Class II), no accessory use shall include outdoor display or storage of any of the following listed items, when such items are visible or emit odor, dust, gas, noise, vibration, smoke, heat, or glare, beyond any boundary of the lot on which such items are displayed or stored:

- 1) Any building or landscaping materials.
- 2) Any machinery, construction trailers, parts, or appliances.
- 3) Vehicles which are unlicensed, inoperable, or registered to or owned by persons not residing on, or the guests of persons residing on the premises.
- 4) Any other chattel used for or intended for a commercial purpose or ultimate use other than to subject premises.