



CITY OF COMMERCE  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION

**HOME OCCUPATION PERMIT**

PERMIT NO. \_\_\_\_\_

APPLICATION FEE \_\_\_\_\_

---

The term "Home Occupation" applies only to such uses, which may be conducted within a residential dwelling without, in any way, changing the appearance or condition of the residence. Such uses in the residential zones shall require Planning Commission approval. Home Occupation Permits are not permitted in any non-residential zone. Before granting approval, the Planning commission shall satisfy itself that all the requirements set forth in the Commerce Municipal Code, Chapter 19.39 Division 12, are met. The Planning Commission may condition its approval upon any other requirements deemed necessary to preserve the residential character of the area and carry out the intent of this Ordinance.

**NOTE:** The Home Occupation Permit application is also available at the following website address: <http://www.ci.commerce.ca.us/newpages/planningformsapplications.asp>

---

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Work No. \_\_\_\_\_

---

1. In the space provided below, briefly define/explain your business. Also, submit a detailed business operations plan letter describing the type of Home Occupation Permit being requested. (See the attached example for reference)

---

---

---

---

---

---

---

---

2. Please specify what section of the home will be used.

---

---

3. Name of home-based business, if any.

---

4. How many vehicles do you have, including vehicle(s) used for your home-based business, if applicable? Please list the make and model of the vehicle(s) used for the home-based business. Also, please indicate where vehicle(s) will be parked.

---

---

---

5. Will you be storing any materials or equipment at your home? If so, please list equipment/materials. Where will equipment/materials be stored?

---

---

---

6. Please provide copies of licenses or certificates required for your type of business, if applicable. *(For example, a Vehicle Wholesale business requires a DMV license; a Jumper business must provide proof of liability insurance; a mobile check-cashing business requires a Check Cashier Permit with the State of California.)*

---

## HOME OCCUPATION PERFORMANCE STANDARDS

- A. Home occupations, as defined in Chapter 19.45 of this Title 19 (Definitions), are uses that generally do not interrupt or interfere with the general nature or residential character of the residential neighborhood.
- B. All permitted home occupations shall comply with the following performance standards:
- 1) A home occupation business shall be conducted within a dwelling and shall be clearly incidental to the residential uses of the structure. The business may be located in a garage, provided all off-street parking requirements for the application zoning district are met.
  - 2) No building or space outside of the main building shall be used for the home occupation business.
  - 3) The appearance of the dwelling within which the home occupation is conducted shall in no way be altered (by the use of color, materials, construction, lighting, signs, sounds, noises, vibrations, display of equipment, etc.) so that it may be reasonably recognized as serving a nonresidential use.
  - 4) No one other than the resident of the dwelling may be employed by a home occupation operating within that dwelling.
  - 5) No motor or mechanical equipment shall be permitted other than that normally incidental to the residential use of the structure.
  - 6) Home occupations may not generate pedestrian or vehicular traffic beyond that considered normal within the surrounding residential district.

- 7) No storage of materials and/or supplies, indoors or outdoors, shall be permitted which will be hazardous to surrounding neighbors or detrimental to the residential character of the neighborhood.
- 8) No more than one room in the dwelling shall be employed for the use of the home occupation.
- 9) There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.
- 10) Home occupations may not create any radio or television interference or noise audible beyond the boundaries of the site.
- 11) There shall be no outdoor storage or display of materials or equipment maintained on the premises.
- 12) The conduct of a home occupation may not interfere with the maintenance of any required parking spaces, including spaces required to be provided in a garage.
- 13) No direct sales shall be conducted on the premises of any home occupation.
- 14) An affidavit of agreement to all requirements and conditions of approval shall be signed by the applicant.
- 15) Violation of a condition shall render the approval null and void.
- 16) The applicant shall obtain a business license and maintain one at all times.
- 17) Discontinuance or termination of the business license requires notification to the City's business license department.

**I have read and understand the above mentioned conditions and performance standards listed in the Commerce Municipal Code Section 19.39.810.**

Print Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

Filing Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

# SAMPLE

## Business/Organization Operations Plan Letter

Big Ben Furniture Company  
1000 South Street  
City Name, CA 00000  
(123)456-7890

September 1, 2007

To whom it may concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

1. Operations conducted in the building are as follows:
  - Upholstery- manufactures loose cushions for wood and metal furniture as well as some fully upholstered furniture.
  - Plastic furniture-manufacture plastic furniture out of extruded plastic tubing. Operations include cutting, thermoforming and assembly.
  - Spray painting- painting of all necessary items. All spray painting to take place in spray booth.
  - Warehousing of wood and metal furniture components.
  - General office activities.
2. See attached site/plot plan.
3. Materials to be stored include the following:
  - Metal and wood furniture frames stacked upon themselves
  - Wood furniture parts palletized
  - Upholstery materials in racks 6 feet high
  - Plastic tubing and furniture parts in racks 6 feet high
4. Materials are stored in racks, on pallets, and free standing. Maximum height of storage is 10 feet.
5. No alterations are planned at this time.

Sincerely,

John J. Jones  
President

CITY OF COMMERCE  
 COMMUNITY DEVELOPMENT DEPARTMENT  
**FEE SCHEDULE**

(RESOLUTION NO. 09-4)  
 (EFFECTIVE 02-03-09)

General Plan Amendment	\$1,000
Zone Change	\$1,000
Zoning Ordinance Amendment	\$1,000
Zoning Clearance Fee	\$100
<b>SUBDIVISIONS</b>	
Parcel Map (4 or less lots)	\$2,000
Tract Map (5 or more lots)	\$2,000
Lot Line Adjustment	\$750-Commercial \$500-Residential
Lot Combination	\$0
<b>SITE PLAN REVIEW</b>	
Non-residential	\$750
Residential	\$250
<b>CONDITIONAL USE PERMIT</b>	
ABC and Temporary Trailer	\$1000
<b>CONDITIONAL USE PERMIT MODIFICATION</b>	
	\$1000
<b>VARIANCE</b>	
Non-residential	\$1000
Residential	\$500
Additional Variances	\$100
<b>MODIFICATION OF STANDARDS</b>	
Non-residential	\$250
Residential	\$150
<b>HOME OCCUPATION PERMIT</b>	
	\$100
<b>SIGN PERMIT FEE</b>	
	\$25-Temporary Sign \$50-Sign Permit
<b>TEMPORARY USE PERMIT</b>	
	\$75
<b>SPECIAL USE PERMIT</b>	
	\$75
<b>TIME EXTENSIONS</b>	
	\$200
<b>APPEALS OF PLANNING COMMISSION DECISION</b>	
Non-residential	Cost of Application
Residential	Cost of Application
<b>STREET OR ALLEY VACATION</b>	
	\$1000
<b>RELOCATION OF STRUCTURE</b>	
	\$500
<b>ENVIRONMENTAL REVIEW</b>	
EIR Review	If Services Agreement is required, Consultant's Cost Plus 20%. If not,

CITY OF COMMERCE  
 COMMUNITY DEVELOPMENT DEPARTMENT

**FEE SCHEDULE**

	\$750
Categorical Exemption	\$250
Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, \$500
Mitigated Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, \$500
<b>ZONING VERIFICATION LETTER</b>	\$100 (per parcel)
<b>ZONING MAPS (Small)</b>	\$5
<b>ZONING MAPS (Large)</b>	\$25

EFFECTIVE 02-03-09  
 NOTICE OF DETERMINATION (DFG-DEPARTMENT OF FISH AND GAME)  
 (STATE MANDATE)

ENVIRONMENTAL IMPACT REPORT (prepared)	\$850
(Document Handling Fee)	\$25
Negative Declaration (prepared)	\$1250
(Document Handling Fee)	\$25