



# Home Occupation Supplemental Application

DEPARTMENT OF COMMUNITY DEVELOPMENT  
Building Neighborhood and Business Services Planning

The City of Monrovia encourages the establishment of home occupations that are compatible with the residential character of the neighborhoods. A home occupation may serve as an incubator to allow businesses to start up. However, a home occupation shall be incidental to the use of the property for residential purposes. The Monrovia Municipal Code (MMC§17.44.100) establishes the requirements for home occupation permits. A home occupation shall meet the following criteria:

### Home Occupation Guidelines

- A. No employees other than members of the resident family.
- B. No use of material or equipment not recognized as being part of the normal practices in the zone in which the use is a part is allowed. *Vehicles used for the business shall be of a type customarily used in conjunction with the residential use.*
- C. The use shall not generate pedestrian or vehicular traffic beyond that which is normal to the zone in which it is located. *With the exception of Cottage Food Operations, products may not be sold on the premises.*
- D. It shall not involve the use of commercial vehicles for delivery of materials to or from the premises for commercial purposes. *Commercial carriers which customarily service residential deliveries are permitted (e.g. UPS, FedEx).*
- E. No outside storage of materials and/or supplies is allowed.
- F. It shall not involve the use of signs other than those permitted for a residential use.
- G. Not more than one room of a dwelling, or within an accessory structure shall be employed for the home occupation. *A home occupation cannot interfere with the maintenance and use of required parking spaces.*
- H. In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving as a non-residential use, either by color, materials or construction, lighting, signs, sounds or voices, vibrations, and the like.
- I. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.

<b>Applicant Information</b>	Applicant Name _____
	Business Name _____
	Business Address _____
	Business Operation. Describe in detail the business to be conducted from the residence. _____ _____
I have read and understand the requirement of a Home Occupation and do hereby agree to comply with the conditions stated above and to limit the activities to the business described to me under items A through I. I understand that any violation of the regulations governing a home occupation will be sufficient reason for revoking the home occupation permit and business license, further, a violation of the MMC is a misdemeanor and may result in the issuance of an Administrative Citation and/or other legal remedies to gain compliance.	
Signature _____	Date _____
Office use	Planning Approval _____ License No. _____ Date Issued _____

