

# Operating a Business From Your Home

**HOW TO GET STARTED:** Operating a business from your home is referred to as a Home Occupation. At City Hall, please check-in at the Development Services Assistance Desk and obtain a Home Occupation Application package. You will be seeing Planning, Building & Safety, Fire Prevention and the Cashier to process your Home Occupation and Business License Applications. These Development Service Divisions will ask you questions about the type of business you are conducting out of your home in an effort to ensure that the business meets certain criteria and guidelines and will be allowed. These divisions are required to sign off on the Home Occupation and Business License Applications in order for you to be approved to operate your business out of a residential location.

**IMPORTANT: You will need to do the following before your applications can be processed with the City of Moreno Valley:**

1. Obtain a **Seller's Permit**. (if applicable). A Resale Tax I.D. Number is necessary for you to report sales tax in the State of California. *You must show this document at the time you are processing this application.*

2. **Fictitious Business Name:**

FILING: If you are NOT using your last name in the name of your business, you will need to apply and file for a "Fictitious Business Name" with the County of Riverside (Clerk & Recorder's Office). *You must show this document at the time you are processing this application.*

PUBLISHING: You are required to publish the "Fictitious Business Name" with a newspaper of your choice. *You must show the receipt you are provided by the newspaper as proof that you paid for publishing at the time you are processing this application.*

There are fees associated with this process. For additional information, please refer to the "Welcome to Moreno Valley Information Sheet" contained in this package.

3. **Written Consent Form:** If you are NOT the property owner, you will need to obtain the property owner's signature on the attached form granting you permission to operate your business on his/her property.
4. **Business License:** You must complete and process a business license with the City of Moreno Valley. \*You will be required to pay a fee for processing your business license application. See *the Business License Division* for further details.
5. Complete a **Home Occupation** Application. \*You will be required to pay a one-time fee for your submittal of this application. The fee and application will be valid as long as you operate the business in this residence according to the approved guidelines. If you change the location of this business to another residence, you will be required to process a new Home Occupation Application and pay the fee again. Each new business will require you to process a Home Occupation Application and related materials.

*\* Note: Moreno Valley Fees are based upon current adopted City of Moreno Valley Fee Resolution. City required fees include: Home Occupancy Permit fee and Business License fee.*



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# APPLICATION FOR HOME OCCUPATION

Permit No.:

## APPLICATION INFORMATION

Request/Type of Business:

Property Address/Location:

Assessor's Parcel Number(s):

Date of Submittal:

Date Business to Start:

## CONTACT PERSON

Business Owner Name:

Telephone: (     )

Address:

Fax No.: (     )

City:

State:

Zip:

E-Mail Address:

Contact Person:

## PURPOSE

"The Home Occupation Permit is intended to limit enterprises which are conducted within homes to those which are clearly incidental and secondary to the use of the dwelling unit and compatible with surrounding residential uses. A Home Occupation Permit allows for the gainful employment in the home by the occupant(s) of a dwelling, to the extent that the enterprise does not require frequent customer access or have associated characteristics which would reduce the surrounding residents' enjoyment of their neighborhood." (Development Code Section 9.02.130).

## REQUIRED FINDINGS

1. That the requested home occupation is not prohibited under the provisions of Section 9.02.130E.
2. That the requested Home Occupation Permit will comply with all conditions specified in Section 9.02.130D.
3. That the issuance of the Home Occupation Permit will not be detrimental to the public health, safety, and general welfare.

## APPLICATION PROCEDURE

Home Occupation applications are reviewed over-the-counter as the information requested is submitted and the proposal conforms to the Code. A Business License Application must be obtained prior to approval of the Home Occupation Application, since no business activity shall take place within the City without the appropriate reviews and licenses.

## SUBMITTAL REQUIREMENTS/QUESTIONS

1. How many people will be involved or employed in the conduct of the proposed home occupation?
2. Explain what type of product will be produced, serviced or repaired in the conduct of your home occupation:
3. \*Describe any alterations to the home or premises which might be required to facilitate your home occupation:
4. Describe what rooms will be used to conduct the home occupation, and how those rooms will be used, i.e. garage used to store supplies, etc.:
5. Describe mechanical and/or electrical equipment necessary to conduct your home occupation:
6. Describe how, where, and in what amounts the materials, supplies, and/or equipment related to your home occupation will be displayed or stored:
7. Will people come to your home to obtain any product or use services connected with your home occupation? \_\_\_\_\_ If yes, please explain in detail:
8. Do you have any signs planned regarding your home occupation? \_\_\_\_\_ If yes, please describe the sign(s):
9. If trucks or other equipment will be used, where will they be parked or stored? \_\_\_\_\_  
What size truck, if any, will be used?
10. Do you plan to use commercial vehicles for delivery of materials to and from your premises?
11. A letter of intent describing the proposed activity may be required.
12. **A letter of authorization from the property owner must accompany this application.**

**\*Notes:**

- Any structural, electrical or mechanical alterations necessary to your home, in conjunction with the home occupation, will require the applicable permits and inspections.
- Withholding information in regard to the above questions may result in the nullification of this home-related business license.

## PROHIBITED HOME OCCUPATION USES

The following uses, either by operation or nature, are not considered to be incidental to or compatible with residential activities and, therefore, shall not be permitted as home occupations:

1. Automotive and other vehicles repair (body or mechanical), upholstery, painting, towing and storage;
2. The sale, use or manufacture of ammunition, explosives or fireworks;
3. Massage parlors (This shall not be construed to prohibit medical massage performed by licensed professionals as defined in the City of Moreno Valley Development Code);
4. Junk yards; and
5. Escort services.

## CONDITIONS OF APPROVAL

The following conditions shall apply to all Home Occupation Permits:

1. The Home occupation shall be clearly subordinate to the use of the property for residential purposes. Further, not more than twenty percent (20%) of the gross floor area, excluding the garage area, shall be used for a home occupation. If the home occupation is conducted within a garage area, alternative on-site parking shall be provided on the driveway or other improved surface. Any structural modification of a garage that requires a permit shall not impair the use of a garage as a parking shelter for at least one automobile in a single-car garage or at least two automobiles in a double-car or larger garage.
2. The home occupation shall not alter the appearance of the dwelling unit such that the structure is likely recognized as serving a nonresidential use (either by color, materials or construction, lighting, signs, sounds or noises, vibrations, and the like).
3. There shall be no sale or display of goods or merchandise on the premises. Mail order sales are permitted. Unless otherwise prohibited by law, merchandise shall be shipped or delivered off site to the customer.
4. There shall be no signs other than the address and name of resident(s).
5. There shall be no advertising on or in the vicinity of the property or otherwise which identifies the home occupation by street address.
6. No commercial vehicles may be used for delivery of materials, with the exception of occasional and reasonable courier services to or from the premises. No more than one vehicle larger than a 3/4 ton truck may be used in connection with a home occupation. Any Commercial truck tractor, trailer, semi-trailer or commercial vehicle having a manufacturer's gross weight rating of 10,000 pounds or more shall be parked in designated areas of the City. Vehicles used for mobile vending shall be subject to the State Health and Safety Codes. The aforementioned vehicles and vehicles for hire shall be subject to the parking restrictions contained in Chapter 12.36 and 12.38 of the City of Moreno Valley Municipal Code.
7. All mobile ice cream vending vehicles shall operate out of an approved commissary. Private homes, commercial/household storage facilities and similar warehouse sites are not approved locations. (Riverside County Department of Health)
8. Activities conducted and equipment, material, or hazardous materials used shall be identified on the Home Occupation Permit Application.
9. No use shall create or cause noise, dust, vibration, odors, smoke, glare, electrical interference or other conditions in violation of the performance standards given in Chapter 10 of this Title.
10. Not more than one employee, other than residents of the dwelling unit, shall be allowed to work, gather, or congregate on the premises in connection with a home occupation, with the exception of babysitters or domestic staff. Home occupations utilizing an outside employee must provide adequate on-site parking.
11. The home occupation shall comply with and shall not violate any applicable local, state or federal law or regulation.
12. Any outdoor storage of materials or supplies shall be located within an accessory structure or located on the vehicle that is used in conjunction with the home occupation, and shall be of the scale typically found in a residential neighborhood of similar density. Said storage shall not constitute a public nuisance as defined in the City of Moreno Valley Municipal Code.
13. The home occupation shall not generate pedestrian or vehicular traffic beyond that which is normal and incidental to a resident.

**CONDITIONS OF APPROVAL (Continued)**

- 14. The home shall be subject to inspection, if the Community & Economic Development Director finds that there is reasonable cause to believe that the premises is being used in violation of the home occupation permit. The cost of the inspection shall be borne by the holder of the Permit.
- 15. The home occupation shall be valid only for the person to whom it is issued, at the address for which it is issued, and during the period of time for which a valid, unexpired City business license is in effect. Failure to properly renew said annual business license, or failure to comply with any of these Conditions of Approval will render the Home Occupation Permit null and void. The permit is subject to any changes in City ordinances, codes or regulations, and the permit holder is responsible for determining any such changes.
- 16. If the applicant is not the property owner, written authorization of the property owner or his/her authorized representative for the proposed use shall be provided prior to acceptance of an application for a Home Occupation Permit.
- 17. A minimum of 2-car parking shall be provided within an enclosed garage, or as required at the time building permits were issued for the construction of the residence.
- 18. A large family daycare home is a day care facility providing care for seven (7) to fourteen (14) children including (children residing in the home), in the provider's residence. Pursuant to the California Health and Safety Code Section 1597.46, a permit for a large family day care home is approved under the following conditions:
  - 1. Applicant shall comply with the State Health and Safety Code, which includes a fire inspection.
  - 2. Applicant shall provide proof of state license to the Planning Department within 60 days of this approval.
  - 3. Person(s) operating the day care business must also live in the home. Additional caregivers, required under the State of California Health and Safety Code, need not live in the home.

**SIGNATURE**

I, \_\_\_\_\_, certify under penalty of perjury that:  
Signature of Applicant

- 1. The preceding information is true and correct; and recognize that any false or misleading information shall be grounds for denying this application.
- 2. I agree to comply with the above Conditions of Approval and understand that failure to comply with these Conditions will result in the forfeiture of the Home Occupation Permit.
- 3. If a Certificate of Occupancy is required, the Business License Certificate will not be issued until final Certificate of Occupancy is approved.

**FOR OFFICE USE ONLY**

**Comments:**

**LAND USE APPROVAL**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**By:** \_\_\_\_\_

**Permit No.:** \_\_\_\_\_

ORIGINAL FORM TO: Planning      COPIES TO: 1) Business License      2) Customer

