FINANCE DEPARTMENT

STATEMENT OF PURPOSE FOR HOME OCCUPATIONS

Please complete the following in detail, describing how the operation of your home occupation complies with the West Covina Municipal Code.

Type of Business:

_____

_____

Describe in detail how the business will operate:

_____

_____

_____

_____

_____

_____

Storage, if any, on property (materials, equipment, etc.):

_____

_____

_____

_____

List the vehicles you are using for transportation or delivery:

_____

_____

Amount of pedestrians or vehicular traffic generated beyond that which is considered normal for your residential area.

_____

_____

I hereby certify under penalty of perjury that the above information on this form is true and correct, and that I am aware that my residence may be used only in conformance with Chapter 26, Division 5 of the West Covina Municipal Code.

Signature: _____ Title: _____

Name (print): _____ Date: _____

HOME OCCUPATIONS

Section 26-672 of the West Covina Municipal Code

a) No employment or help other than the resident members of the resident family.
b) No mechanical, electrical equipment, or stock material shall be used other than that customarily found in the home associated with a hobby or avocation not conducted for gain or profit except machinery, equipment or stock material which is essential in the conduct of the home occupation, providing that such machinery, equipment or stock material does not generate, emit or create noise, dust, vibration, odor, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than normally experienced in an average residential neighborhood.
c) No sale of products or service on the premises except by mail or telephone.
d) No contact with the public on the premises except by mail or telephone.
e) No generation of pedestrian or vehicular traffic beyond the amount normal to a residential neighborhood.
f) No delivery to or from the premises by commercial vehicles, cars, vans or station wagons of a supplier or vendor. Delivery of product and pick up of supplies or materials shall be made in a noncommercial vehicle by the proprietor or resident help of the home occupation.
g) No more than one room or two hundred (200) square feet, whichever is less, shall be employed for the home occupation.
h) No garage, accessory building or open ground space shall be employed for home occupation or for storage of equipment, supplies or products, except the vehicle (and equipment, supplies or products stored within the vehicle) employed by the home occupation.
i) No commercial advertising or identifying signs.
j) In no way shall the appearance of the structure be altered or the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character prior to the installation of the home occupation.
k) There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes (Private telephone excluded).
l) These conditions and regulations shall not apply to community care facilities except when in conflict with a specific state licensing requirement.

Section 26-674 Prohibited Uses: The following activities are prohibited as home occupations.

Auto Repair
Barber or Beauty Shop
Bathhouse
Bicycle Repair
Carpentry Work
Dance Instruction
Laundering Service
Massage Parlor
Medical or Dental Office
Painting of vehicles, trailers or boats
Photo Developing
Photo Studio
Private School with organized classes
Radio or Television Repair
Upholstering
Welding