



**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

12700 NORWALK BOULEVARD  
NORWALK, CA 90651-1030

(562) 929-5744 Voice (562) 929-5584 Fax

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**HOME OCCUPATION PERMIT APPLICATION NO. \_\_\_\_\_**

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

Name of Business: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone  
Number:(\_\_\_\_\_) \_\_\_\_\_

**Property Owner<sup>1</sup> Information**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone  
Number:(\_\_\_\_\_) \_\_\_\_\_

**Property Owner Certification**

*I am the legal property owner<sup>1</sup> of the residence being utilized for this home occupation. I hereby grant the applicant permission to use my property for the home occupation described in this application and I am fully aware that I may be held liable for any Norwalk Municipal Code violations that may result from the use of my property for a home occupation. In addition, I grant the City of Norwalk permission to inspect my property for the purpose of determining any municipal code violations that may result from this home occupation.<sup>2</sup>*

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

<sup>1</sup>The legal property owner is recognized as the person/entity identified on the latest L.A. County Equalized Tax Roll List. If your name does not appear on this list, provide a certified copy of the deed to the property in your name.

<sup>2</sup>Refusal to grant the City of Norwalk permission to inspect your premises to determine if a home occupation violation exists may result in the termination of the Home Occupation Permit.



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**HOME OCCUPATION PERMIT QUESTIONNAIRE**

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1. Is the proposed home occupation full time or part time?  Full time  Part time

2. Are you currently employed?  Yes  No.  
If yes, please complete the following.

Name of Employer: \_\_\_\_\_

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

Phone No. \_\_\_\_\_

3. Are you applying for a mail order business?  Yes  No.  
If yes, please indicate the mailing address.

\_\_\_\_\_

4. What type of equipment and/or materials will be used in conjunction with your home occupation business?

\_\_\_\_\_

5. Approximately how many square feet of your home will be used in conjunction with your home occupation business? (Please note, no more than 400 square feet or twenty-five percent (25%) of your gross residence (whichever is less) may be used in conjunction with a home occupation.)

\_\_\_\_\_

6. What room(s) will be used inside of your residence for the home occupation business?

\_\_\_\_\_

7. Will business related items be stored at your residence?  Yes  No.  
If yes, please state the type of items and where they will be stored. (Please note, the storage of all home occupation related materials must be stored entirely within an enclosed structure, exclusive of the garage.)

\_\_\_\_\_

\_\_\_\_\_

8. Do you have any vehicles that will be used exclusively for your business?  Yes  No.  
If yes, specify the make, model, and year of each vehicle. (Please note, no more than one (1) business related vehicle may be brought to your property, this includes curbside parking.)
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9. How often will deliveries be made to your home business?
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10. Is your business a service?  Yes  No.  
If yes, please describe.
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11. Describe how you will attract new customers (i.e., newspaper advertising, yellow pages, mailings, etc.).
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### **Standard Conditions of Approval for this Home Occupation Permit**

- 1) The applicant shall be in full compliance with Section 27-5.1.j of the Norwalk Municipal Code at all times.
- 2) No work space, material or equipment related to this home occupation may be located/stored inside of any on-site garage.
- 3) There shall be no unenclosed, outdoor, storage of any material or equipment related to this home occupation business.
- 4) There shall be no on-site employees or partners working from this home occupation business address at anytime, except a permitted under Section 27-5.j.5 (e) of the Norwalk Municipal Code.
- 5) There shall be no on-site (in person) business transactions with any customers, product distributors or solicitors from this home occupation business address at anytime, except a permitted under Section 27-5.j.5 (e) of the Norwalk Municipal Code.
- 6) This home occupation may not adversely impact the health, safety or welfare of the surrounding property owners. Likewise, the applicant's business may not adversely impact the comfort and enjoyment of the surrounding property owners at any time.
- 7) All service related activities shall be conducted solely from the customer's premises.
- 8) The applicant's primary residence shall be at the same address as that identified for this home occupation business at all times.
- 9) There shall be no on-site signage on the property that advertises the home occupation business.

- 10) The applicant shall maintain the appearance of the property (from which this home occupation is being conducted) in a manner which is free and clear of any indication that a home occupation is being conducted from the residence/site to the satisfaction of the Director of Community Development at all times.
- 11) There shall be no use of hazardous materials or any storage of hazardous substances on the property being used in conjunction with this home occupation business.
- 12) This Home Occupation Permit is not transferable to any other person or property.
- 13) As deemed necessary, the City of Norwalk may inspect the premises from which this home occupation is being conducted to ascertain any potential violations to these conditions of approval or to the Norwalk Municipal Code.
- 14) The applicant agrees that any violation to these conditions of approval or to the Norwalk Municipal Code shall constitute grounds for the immediate revocation of this Home Occupation Permit.
- 15) Special Requirements (if deemed necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Applicant Certification**

*I certify that the information provided above is true and correct and that any false statements may result in the denial or future revocation of my Home Occupation Permit. I further declare that I have read (and understood) both the standard conditions of approval for my Home Occupation Permit as well as Section 27-5.1.(j) of the Norwalk Municipal Code. Moreover, I agree to abide by all such conditions of approval and municipal code requirements at all times. I further understand that any violation to the Home Occupation Permit conditions of approval and/or to the Norwalk Municipal Code shall constitute grounds for the revocation of my Home Occupation Permit by the City of Norwalk.*

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

Print Name: \_\_\_\_\_

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**FOR CITY USE ONLY**

All of the required "findings" contained within Section 27-5.1.j.4 (Home Occupations) of the Norwalk Municipal Code can be made with respect to the above described Home Occupation as of the date of this approval.

(Affix Approval Stamp)

**Norwalk Municipal Code**  
**Section 27-5.1.j (Home Occupations)**

- j. Home Occupations, when conducted in accordance with the following requirements, and when a permit therefor, containing any conditions deemed necessary to insure compliance with the requirements of this Chapter, and with its purposes and intents, has been issued by the Planning Division, provided however, that any occupation may be excluded from certain or all districts, or portions thereof, if determined by the Planning Commission to be incompatible with neighboring residential uses.
1. *Purpose and Intent.* The purpose of this subsection is to establish criteria for the approval of home occupations in the City of Norwalk so that the integrity of the residential zone is preserved, and that the public health, safety and general welfare are protected from any adverse impact.
  2. *Definition.* “Home Occupation” shall mean any activity producing income, or intended to produce income, conducted or managed in a residential dwelling.
  3. *Home Occupation Permit.* No home occupation may be established or operated in any manner without the approval, issuance, and maintenance of a valid Home Occupation Permit. An application for a Home Occupation Permit shall be submitted for approval, conditional approval, modification, or denial by the Director of Community Development prior to the establishment or operation of such use. A Home Occupation Permit is not transferable.
  4. *Findings.* The Director of Community Development may approve, or conditionally approve a Home Occupation Permit application only when the following findings can be made:
    - (a) The proposed Home Occupation is consistent with the goals and objectives of the General Plan; and
    - (b) The proposed Home Occupation is compatible with adjacent properties and the surrounding community, and will not alter the residential character of the property; and
    - (c) The proposed Home Occupation will not have an adverse impact on the public health, safety and general welfare.
  5. *Performance Standards.* The Director of Community Development shall not approve an application for a Home Occupation Permit unless the proposed Home Occupation meets all of the following performance standards:
    - (a) Such occupation shall be carried on only by the occupants of the dwelling unit and wholly within the dwelling unit or an accessory structure.

- (b) Not more than four hundred (400) square feet or twenty-five (25%) percent of the total area of the dwelling unit and accessory structures, whichever is less, may be used for a home occupation. No portion of any required off-street parking area shall be used for the home occupation.
- (c) Inventory and supplies for such home occupation shall occupy not more than fifty (50%) percent of the permitted area and shall be stored entirely within an enclosure or building.
- (d) No goods or any other material related to the home occupation shall be purchased or acquired on the premises, except a transaction may occur by telephone, facsimile, computer modem, or other similar means not requiring personal contact.
- (e) No clients, employees, or other persons associated with the business, other than occupants of the dwelling, are allowed on the premises, unless all of the following conditions apply:
  - (1) The home occupation is an educational activity, including, but not limited to, music lessons or academic tutoring; and
  - (2) Not more than three (3) persons associated with the business are permitted on the property per each day.
- (f) No advertising signs or displays are permitted.
- (g) No activities shall be conducted which emit dust, fumes, vibrations, noise, radio/electrical interference, light, glare, or odor, which would or could interfere with the peaceful use and enjoyment of adjacent properties.
- (h) No equipment requiring specialized electrical installation, or requiring over two hundred twenty (220) volts of power to operate are allowed.
- (i) No noise shall be generated in violation of Section 5-17 of the Norwalk Municipal Code.
- (j) Delivery of goods or any materials related to the home occupation may not occur more than three (3) times per each week. This requirement shall not be construed to include letter correspondence. The purpose and intent of this requirement is to limit the number of deliveries of packages and equipment, which will result in a substantial increase in the number of truck deliveries.
- (k) No listing or advertising of the address of such home occupation for business purposes is permitted except in normal listing, not including display ads in telephone, business and City directories

and in newspapers and magazines. The telephone number and address may be listed on business cards.

- (l) No portion of the business, including, but not limited to, equipment, activities, and materials, shall be visible from a public or private street or right-of-way.
  - (m) Activities conducted, and equipment and material stored or used, shall not change the fire safety or occupancy classifications of the premises.
6. *Conditions of Approval.* In approving an application for a Home Occupation Permit, the Director may impose conditions deemed necessary to ensure that the Home Occupation will be conducted in accordance with required findings.
7. *Mailing of the Decision.* If the Home Occupation Permit is approved, then the Director shall mail a copy of the conditions of approval to the owner and/or occupant of any adjacent residential property.
8. *Appeals.* The applicant for a Home Occupation Permit may appeal any decision of the Director of Community Development to the Planning Commission, by filing a written request with the Community Development Department within ten (10) days from the date the written decision of the Director of Community Development is mailed or delivered.
9. *Revocation.*
- (a) A Home Occupation Permit may be immediately revoked or modified by the Director of Community Development if any one (1) of the following findings can be made.
    - (1) The circumstances have changed such that any of the required findings can no longer be made; or
    - (2) The Home Occupation Permit was obtained by misrepresentation or fraud; or
    - (3) The Home Occupation is being conducted in violation of any statute, ordinance, law, regulation or condition of approval.
  - (b) Revocation of a Home Occupation shall constitute the immediate nullification of the Home Occupation permit and requires immediate cessation of the subject use.
  - (c) The decision of the Director to revoke a home occupation permit shall be final unless appealed.

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