



CITY OF MONTEBELLO
Community Development Department
Planning Division
1600 W. Beverly Boulevard
Montebello CA 90640

HOME OCCUPATION PERMIT (HOP) APPLICATION

This application shall be submitted along with a completed Business License Application and proof of residency

BUSINESS NAME: _____
APPLICANT NAME: _____
ADDRESS: _____
 OWNER RENTER Type of Dwelling: Single-Family Apartment Condominium
PHONE NO. (_____) _____ E-MAIL: _____
TYPE OF BUSINESS (USE): _____

RENTAL PROPERTY - This section must be completed and **notarized by the property owner or property manager*

Property Owner Property Manager
PROPERTY OWNER/MANAGER NAME: _____
PROPERTY OWNER/MANAGER ADDRESS: _____
PHONE: (_____) _____ E-MAIL: _____

The legal property owner is recognized as the person/entity identified on the latest Los Angeles 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.

CERTIFICATION

I am the legal property owner or property manager of the residence being utilized for this home occupation. I hereby grant the applicant permission to use the subject property for the home occupation described in this application and I am fully aware that I may be held liable for any Montebello Municipal Code violations that may result from the use of the subject property for a home occupation.

Authorized Signature: _____ Date: _____

HOMEOWNER'S ASSOCIATION – This section must be completed and **notarized*

HOA NAME: _____
HOA CONTACT NAME: _____
PHONE: (_____) _____ E-MAIL: _____

CERTIFICATION

I am the authorized representative of the condominium residence being utilized for this home occupation. I hereby certify that homeowner's Association (HOA) and its associated Conditions, Covenants & Restrictions (CC&R's) authorizes the HOP.

Authorized Signature: _____ Date: _____

NOTICE TO ALL APPLICANTS: Issuance of this license shall not entitle you to transact or to carry on any business covered by this license unless you comply with all the requirements of MMC Section 17.59 and any other applicable Federal, State, or Local regulations pertaining to such business. Please check with your Home Owner's Association (HOA) or Property Management company for any Conditions, Covenants & Restrictions (CC&R's) that may restrict business uses on your residence. Home Occupation Permits shall be approved by the City of Montebello provided the home occupation use shall be conducted in compliance with MMC Section 17.59.050, such that the use:

- Shall only employ the applicant/resident of the dwelling unit in the HOP operation;
- Shall not allow clients, customers, and/or associates on the subject site;
- Shall not display or store of items, goods, or merchandise;
- Shall be conducted entirely within an enclosed dwelling unit;
- Shall not include equipment which emits dust, fumes, noise or odor;
- Shall not have on-site signs advertising the use;
- Shall not alter of the residential character of the subject site;
- Shall not include vehicles that exceed a height of seven feet nor be larger than what can easily fit within the universal stall dimension of ten feet wide by twenty feet long;
- Shall not encompass more than one room of the dwelling unit, and shall not exceed twenty five percent of the floor area or two hundred square feet, whichever is lesser;
- Shall not be located in any portion of the required parking area; and
- Shall not create noise levels in excess of those allowed in the applicable residential areas.
- Shall comply with any other conditions as applied.

Certification: I hereby certify under penalty of perjury, that I have read and state that the information in this application is correct. A Home Occupation Permit that is not in compliance with MMC 17.59 may be revoked by The Director of Planning and Community Development, pursuant to MMC 17.59.060.

SIGNATURE: _____ DATE: _____