



Home Occupancy Permit (HOP) Application Form

Home offices and other types of limited business activities may be permitted in residential areas with a Home Occupancy Permit (HOP), as authorized by Section 18.44 of the Colton Municipal Code.

The following steps are required to obtain a HOP.

DO NOT WRITE HERE - FOR OFFICE USE ONLY	
HOM#:	_____
Zone:	_____ APN: _____
Explicitly Prohibited by CMC 18.44.050:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Designated Historic Resource:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Clearance:	<input type="checkbox"/> Yes <input type="checkbox"/> No, due to _____
By Staff:	_____ Date: _____

Step 1. Please initial each of the following conditions to indicate that the proposed home occupancy will be able to comply. If all conditions can be complied with, proceed to **Step 2**.

1. _____ The home occupation shall be an incidental and accessory use and shall not change the principal character of the dwelling unit.
2. _____ No employees other than members of the residential family.
3. _____ No use of materials or equipment not recognized as being customarily found and used in residences.
4. _____ Not generate pedestrian or vehicular traffic beyond that normally found in residences.
5. _____ Not involve the use of commercial vehicles for delivery of materials to or from the premises for commercial purposes.
6. _____ No outside storage of materials and/or supplies.
7. _____ Not involve the placement of signs.
8. _____ Not involve more than one room in a dwelling or an accessory structure.
9. _____ In no way shall the appearance of the structure be so altered or the conduct of the home occupation within the structure be such that the structure may reasonably be recognized as serving a nonresidential use. The architecture, color, materials, construction and lighting of the exterior of the structure shall be reasonably compatible with surrounding residences.
10. _____ No use of utilities beyond that normally required for use of the property for residential purposes.
11. _____ No direct sales of products or merchandise from the home.

Step 2. Please enter the information requested, sign, and submit to the Development Services Department. Once the application is granted zoning clearance, you may proceed to **Step 3 and 4**.

Site Address (including Unit/Apt No)	City	State	Zip
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Business Name _____

Business Description (attach statement, if necessary): _____

Applicant's Certification. By signing below, I hereby affirm that the information on this form is accurate, that I have read and understood the conditions pertaining to home occupancy permits and agree to comply, and that I understand that if I am in violation of any of these requirements, my home occupancy permit will be revoked.

Signature

Date

E-mail Address

Print Name

Phone Number

Fax Number



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Step 3. Property Owner's Certification (if property owner's name does not match County Assessor records, attach a copy of the **Grant Deed** as proof of ownership)

I hereby certify that I am the record owner(s) of the property stated above. By signing below, I further authorize the submittal of this application.

Signature

Date

Print Name

Title (if company)

(_____)_____
Phone Number

Company Name

(_____)_____
FAX Number

Mailing Address

City, State

Zip Code

E-mail Address

Step 4. Pay a fee of \$148, which includes a \$44 fee for the HOP and \$104 for the first-year Business License Fee and submit an application for a Business License. Please contact the Development Services Department for general questions, at (909) 370-5079 regarding the process.