

Home Occupation Permit Application



THE CITY OF
SIERRA MADRE
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
626.355.7135
www.sierramadrecalifornia.gov

GENERAL INFORMATION

Name of Proposed Business _____

Applicant's Name _____

Telephone _____

Address of Home Occupation _____

Unit No. _____

Email address _____

Property Owner's Name _____

Property Owner's Signature _____

Property owner's signature is required if different from applicant's name, or a signed statement from the owner approving such use of the dwelling must be submitted with this application.

BUSINESS ACTIVITY DESCRIPTION

Provide a detailed description of the business and its operation. Examples of information are: What part of dwelling (in square footage) is being used? What business equipment is used? What size of vehicle, if one is used? Where is it stored? Do you have deliveries to home, how many times a week? Have you set up a P.O. Box for business mail and what is its location? Where do you store your material? **BE SPECIFIC** (Example: Office for mail order kitchen utensils. One bedroom, 100 square feet. Only use phone, fax, or computer. Two times per week deliveries. P.O. Box is at "Mail Box and Postal". No commercial size vehicle other than personal car. Materials stored in bedroom.) **Attach additional sheets as needed.**

APPLICANT'S ACKNOWLEDGEMENT

I hereby certify that I have read the Home Occupation Permit standards and conditions pursuant to Chapter 17.85 of the Sierra Madre Municipal Code, fully understand the implications, and can comply with all of these requirements. I declare under penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief is a true, correct, and complete statement of facts.

Applicant's Signature _____

Date _____

CITY ACTION

Consultation By: _____ Approved By: _____ Denied By: _____

Type of Review	<input type="checkbox"/> (A) Ministerial		<input type="checkbox"/> (B) Discretionary	
Review Authority	<input type="checkbox"/> Staff	<input type="checkbox"/> Director	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> City Council
HOP ____ - ____	MM/DD/YY	MM/DD/YY	MM/DD/YY	\$
Case No.	Date Received	Consultation Date	Disposition Date	Fee

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CONSULTATION

Upon submitting the application, please contact a Planner and schedule a consultation appointment to review your completed application and determine compliancy with Chapter 17.85 of the Sierra Madre Municipal Code and what type of review the application will require.

Please do not write in any area below. The Planner will complete this section during consultation.

Type of review	A	B
(i) Review is Ministerial (A) when all items under column A are true. Review is Discretionary (B) when at least one item under column B is true.		
1) Will the premises of the home occupation be frequented by customers?	No	Yes
2) Will the business activity be entirely within a fully enclosed structure, including the storage of materials?	Yes	No
3) Home Occupation Area Class (use worksheet below):	A	B

Home Occupation Area Class worksheet

4) Is the home occupation a short-term rental (STR)?	Yes	No
5) If "No", skip to 11. If "Yes", complete questions 6 through 9 below.		
6) What is the maximum number of guests that will rent the dwelling? (x)		
7) How many bedrooms does the dwelling unit contain? (y)		
8) What is the number of maximum guests per bedroom? $x/y = (z)$		
9) Is the STR 2 guest per bedroom or less? $z \leq 2$	Yes	No
(i) If "Yes", select Home Occupation Area Class "A". If "No", continue to question 10.		
10) Is the STR not more than 3 guests per bedroom? $2 < z \leq 3$	Yes	No
(i) If "Yes", select Home Occupation Area Class "B". If "No", the home occupation cannot be approved.		
11) Total area of dwelling unit (exclude non-habitable area) (a)		sq. ft.
12) 50% threshold $a/2 = (b)$		sq. ft.
13) 25% threshold $a/4 = (c)$		sq. ft.
14) Area required for the proposed home occupation (d)		sq. ft.
15) Area of other home occupations at the location (e)		sq. ft.
16) Cumulative total area of all home occupations at the location $d + e = (f)$		sq. ft.
17) Is it more than 25% the dwelling area? $(f > c)$	Yes	No
(i) If "No", select Home Occupation Area Class "A". If "Yes", continue to 18.		
18) Is it more than 400 sq. ft.? $(f > 400)$	Yes	No
(i) If "No", select Home Occupation Area Class "A". If "Yes", continue to 19.		
19) Does it exceed the 50% threshold? $(f > b)$	Yes	No
(i) If "No", select Home Occupation Area Class "B". If "Yes", the home occupation cannot be approved.		