



# City of Victorville

## Department of Development

Planning ♦ Building ♦ Code Enforcement

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### APPLICATION FOR HOME OCCUPATION PERMIT – ADMINISTRATIVE APPROVAL

#### IMPORTANT NOTICE

CHECKS FOR FEES SHOULD BE MADE IN THE EXACT AMOUNT. APPLICATIONS WHERE CHECKS FOR FEES ARE INCORRECT WILL NOT BE ACCEPTED BY THIS DEPARTMENT. THEREFORE, MAKE SURE PRIOR TO THE SUBMISSION OF ANY APPLICATION THAT CHECKS ARE MADE OUT FOR THE PROPER FEE AMOUNT.

#### INSTRUCTIONS TO APPLICANT

1. The applicant must complete the attached form(s), submit the application fee(s) as prescribed, including property ownership documents with any additional graphics or exhibits if applicable, and provide all additional information required before the application can be accepted for filing by the Development Department Planning Division. Checks should be made payable to the City of Victorville.
2. Please provide a thorough and accurate description of the proposed home occupation to determine if its operation will meet the required standards, giving special attention to the attached requirements which must be met in order for the home occupation to be approved.
3. Please note – if a proposed home occupation cannot meet the attached requirements, then an application for an administrative approval should not be submitted. Instead, the applicant should file an application for home occupation approval by the City of Victorville Planning Commission.

#### APPLICATION FOR HOME OCCUPATION PERMIT – ADMINISTRATIVE APPROVAL

Name of Property Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

(If Applicant is not the property owner, the attached Letter of Authorization shall be signed by the owner.)

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

Type of Project	Fee
Home Occupation Permit – Administrative Approval	\$50.00

FOR OFFICE USE ONLY:

Fees Paid: _____	Receipt No.: _____	Application Received by: _____
Case No.: _____	Date Filed: _____	
Approved: _____ Yes _____ No	Date Approved: _____	
Assessors Parcel No.: _____	Property Size: _____ (acre/sq.ft.)	
Zoning: _____	Grant Deed/Ownership Verified: _____ Yes _____ No	
Agent's Letter: _____ Yes _____ No _____ N/A		

Describe your home occupation. The description shall include the following: Type of structure (i.e., single family residence, mobile home, apartment); type and name of business; type of equipment, materials and processes used; how the business is to be conducted; storage area required; and any other information which you believe will help the Planning Division understand the nature of your occupation.

I, \_\_\_\_\_ (please print applicant's name) being first duly sworn, each for himself or herself, deposes and says that I am the owner or agent for the owner of the property involved in this application and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief. Further, I fully understand that the City of Victorville may revoke an adopted project provided: (1) the approval was obtained by fraud; (2) the project is being or has been exercised contrary to the terms or conditions of such approval, or in violation of any statute, ordinance, law, or regulation; or (3) the adoption of the project was so exercised as to be detrimental to the public safety, or so as to constitute a public nuisance.

APPLICANT'S SIGNATURE X	DATE
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State of California }  
 County of \_\_\_\_\_ }

On \_\_\_\_\_ before me, \_\_\_\_\_  
Date Here Insert Name and Title of the Officer

personally appeared \_\_\_\_\_  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_  
Signature of Notary Public (or City of Victorville Planning Division Staff)

Place Notary Seal Above

**REQUIREMENTS:**

In reviewing and acting upon an application for a Home Occupation Permit, the Development Department Planning Division must determine the applicant's ability to meet the following requirements.

- a. Possession of a retail business license is required.
- b. There shall be no exterior evidence of the conduct of a home occupation except for any signage on vehicles unless otherwise regulated by Title 16.
- c. A home occupation shall be conducted only within the enclosed living area of the dwelling unit or the garage without rendering the garage unusable as the required off-street parking space(s) for the dwelling unit.
- d. Electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or causes fluctuation in line voltage outside the dwelling unit or which creates noise or odors not normally associated with residential dwelling units shall be prohibited.
- e. Only the residents of the dwelling unit may be engaged in the home occupation.
- f. To the extent that there is any sale of any service or item related to a home occupation by the permittee or seller, no transaction or delivery of the item to the buyer shall occur on or adjacent to the premises.
- g. There shall be no signs other than those permitted by the zone regulations.
- h. A home occupation shall not create greater vehicle or pedestrian traffic than normal for the district in which it is located.
- i. There shall be no modification to existing utility services to accommodate or service the home occupation.
- j. Any storage of hazardous, toxic, flammable or combustible materials or chemicals associated with the home occupation shall be allowed only if in compliance with City of Victorville standards.
- k. That portion of the dwelling unit occupied by certain home occupations shall be made available for an annual fire inspection to ensure compliance with applicable health and safety standards. A fee may be charged by the Fire Department for this inspection. Failure to allow the inspection can result in the revocation of the home occupation permit. The Planning Commission shall make the determination as to whether this condition applies to a specific home occupation at the time of approval.
- l. No advertisement of the home occupation shall include the address of the residential dwelling where the home occupation is conducted.

I have read and understand the aforementioned requirements which must be met in order for the home occupation to receive administrative approval. Subsequent operation of the home occupation in violation of the requirements would most likely result in the invalidation of the home occupation permit.

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

**LETTER OF AUTHORIZATION  
IF APPLICANT OTHER THAN PROPERTY OWNER**

I, \_\_\_\_\_, as owner(s) of property identified as Assessor's Parcel No(s) \_\_\_\_\_  
*Property Owner(s)*  
\_\_\_\_\_ and/or Tract/Parcel Map \_\_\_\_\_, Parcel/Lot No. \_\_\_\_\_

do hereby authorize \_\_\_\_\_ to represent me as agent in seeking approval of the  
*Authorized Agent*

Following project(s):

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
*Property Owner(s)*

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
*Property Owner(s)*

**NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER WILL BE ACCEPTED UNLESS THIS DOCUMENT IS COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.**

**IF ANY OF THE ABOVE INFORMATION IS INCORRECT, SAID APPLICATION WILL NOT BE CONSIDERED COMPLETE AND WILL NOT BE PROCESSED BY THE PLANNING DIVISION.**