



# City of Commerce

Community Development Department  
2535 Commerce Way  
Commerce, CA 90040  
Tel. (323)722-4805 • [planning-division@commerceca.gov](mailto:planning-division@commerceca.gov)

## HOME OCCUPATION PERMIT ADMINISTRATIVE/COTTAGE INDUSTRY APPLICATION

### FOR OFFICE USE ONLY

**Project No:** \_\_\_\_\_ **Application Fee:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**APPLICATION COMPLETENESS:** Only applications that include all of the required application requirements will be deemed “complete.” Please be advised that additional information may be required to complete your application.

The Community Development Department retains the right to review documents and determine that they are adequate in their ability to convey the applicant’s request to the decision making body. Applicants will be notified, within **30 days** of filing the application and paying all required fees, whether or not their application is complete. Only projects with complete applications will be reviewed by the decision making body.

**NOTE:** The Home Occupation/Administrative/Cottage Application is also available at the following website address: <https://www.commerceca.gov/city-hall/community-development/planning/planning-applications-fees>

The term “Home Occupation” applies only to such uses, which may be conducted within a residential dwelling without, in any way, changing the appearance or condition of the residence. Uses that fall in this category are generally administrative in nature, such as home office with no pedestrian activity related to the home business, or Cottage Industry operating in accordance to AB 1616. Home Occupation Permits are not permitted in non-residential zoning districts. Before granting approval, the Director shall confirm that the proposed home occupation complies with all standards set forth in the Commerce Municipal Code (CMC), Chapter 19.39 Division 12. The Director may conditionally approve an application based on any other requirements deemed necessary to preserve the residential character of the area. Home Occupation shall not be “commercial” in nature as described in Section 19.39.830(B) of the CMC.

### INSTRUCTIONS TO APPLICANT:

- A. Complete all the items listed below. *Please print legibly.*
- B. Submit the following:
  - 1 completed Application
  - 1 electronic copy of Site/Plot Plan to scale *(or 8-1/2" x 11" sheets if submitting in person)*
  - 1 electronic copy of Floor Plan to scale *(or 8-1/2" x 11" sheets if submitting in person)*
- C. Business/Organization Operations Plan Letter *(sample included)*
- D. Application Fee *(See link above for current 'Fee Schedule' information)*

**\*For electronic submittals email all required documents to: [planning-division@commerceca.gov](mailto:planning-division@commerceca.gov)**

### GENERAL INFORMATION:

Applicant: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_



If you answered *yes*, please provide the following information:

Vehicle License Number: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Location Kept:  Garage  Designated Parking Space/Driveway  
 Other: \_\_\_\_\_

Please provide copies of licenses or certificates required for your type of business, if applicable. *(For example, a Vehicle Wholesale business requires a DMV license; a Jumper business must provide proof of liability insurance; a mobile check-cashing business requires a Check Cashier Permit with the State of California.)*

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**COTTAGE FOOD OPERATIONS: SUPPLEMENTAL INFORMATION REQUIRED:** *For Cottage Food Operations only, please read through the following and complete the necessary information.*  **Check if not applicable**

**NOTE:** *The business must be in compliance with the California Homemade Food Act (AB 1616) "Homemade Food Act" and must obtain and maintain all valid licenses and approvals required by the LA County Health Department.*

Pursuant to the California Homemade Food Act (AB 1616) "Homemade Food Act", one full-time employee or equivalent may be permitted.

Do you have employees?  Yes  No If you answered yes, how many?: \_\_\_\_\_

In accordance with the California Fire Code, the applicant must agree to the below statement. Any questions related to sewer discharge can be directed to the LA County Fire Department

*This is to certify that the sewer discharge from the bakery operations will be less than 200 gallons per day, and that the discharge will not have an adverse effect to the operations or flow of the sanitary sewer. Should the above be violated, it may be required to obtain an Industrial Waste Discharge Permit and to install a pretreatment device to the plumbing in the residence to limit the adverse effects to the sanitary sewer system.*

I understand and agree to the above criteria:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**HOME OCCUPATION PERFORMANCE STANDARDS:**

- A. Home occupations, as defined in Chapter 19.45 of this Title 19 (Definitions), are uses that generally do not interrupt or interfere with the general nature or residential character of the residential neighborhood.
- B. All permitted home occupations shall comply with the following performance standards:
  - 1) A home occupation business shall be conducted within a dwelling and shall be clearly incidental to the residential uses of the structure. The business may be located in a garage, provided all off-street parking requirements for the application zoning district are met.
  - 2) No building or space outside of the main building shall be used for the home occupation business.
  - 3) The appearance of the dwelling within which the home occupation is conducted shall in no way be altered (by the use of color, materials, construction, lighting, signs, sounds, noises, vibrations, display of equipment, etc.) so that it may be reasonably recognized as serving a nonresidential use.
  - 4) No one other than the resident of the dwelling may be employed by a home occupation operating within that dwelling.

- 5) No motor or mechanical equipment shall be permitted other than that normally incidental to the residential use of the structure.
- 6) Home occupations may not generate pedestrian or vehicular traffic beyond that considered normal within the surrounding residential district.
- 7) No storage of materials and/or supplies, indoors or outdoors, shall be permitted which will be hazardous to surrounding neighbors or detrimental to the residential character of the neighborhood.
- 8) No more than one room in the dwelling shall be employed for the use of the home occupation.
- 9) There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.
- 10) Home occupations may not create any radio or television interference or noise audible beyond the boundaries of the site.
- 11) There shall be no outdoor storage or display of materials or equipment maintained on the premises.
- 12) The conduct of a home occupation may not interfere with the maintenance of any required parking spaces, including spaces required to be provided in a garage.
- 13) No direct sales shall be conducted on the premises of any home occupation

- C. An affidavit of agreement to all requirements and conditions of approval shall be signed by the applicant.
- D. Following the approval from the City, there will be three (3) inspections made by the City’s inspector to ensure the Business is in compliance with the aforementioned Conditions of Approval.
- E. Violation of a condition shall render the approval null and void.
- F. The applicant shall obtain a business license and maintain one at all times.
- G. Discontinuance or termination of the business license requires notification to the City’s business license department.

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**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/we understand and agree to abide by all the regulations of the City of Commerce and any other conditions imposed for the use/activity requested. I/we certify that all statements made on this application are true and complete. I/we understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

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Applicant Signature

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Date

*All property owners must sign this application. If this portion is completed by someone other than the property owner (i.e., property manager or landlord) written proof is required authorizing the individual to sign on behalf of the property owner.*

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Property Owner/Approving Agent Signature

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Date

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**FOR OFFICE USE ONLY**

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Received By: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

**NOTES:**

Approved:                       Not Approved:                      Planner: \_\_\_\_\_

# Business/Organization Operations Plan Letter

Big Ben Furniture Company  
1000 South Anyplace  
Your City, CA 00000  
(323) 123-4567

DATE

To whom it may concern:

The following information is in answer to your request regarding the business operation to be conducted at the above address.

**PLEASE ANSWER THE FOLLOWING QUESTIONS. MUST BE TYPED! PROVIDE A DETAILED DESCRIPTION OF THE OPERATION CONDUCTED WITHIN THE SUBJECT SITE.**

- Indicate, **IN DETAIL**, the type of business proposed?
- Indicate the types of materials used as well as the types of materials stored on site?
- Indicate, in detail, how will the material be stored? i.e. racks, freezers, pallets or free standing?
- Maximum height of storage?
- Any chemicals? Explain.
- Will vehicles (trucks) be parked on site? How many? What type of trucks will be used?
- Type of equipment used. (Example: Clothing manufacturing - number of sewing machines, cutting tables, etc.).
- Hours of operation.
- Number of employees.
- Will there be any interior or exterior modifications proposed with the use? If yes, please explain and show on the site plan.

Sincerely,

Name  
Title