



CITY OF HIGHLAND

HOME OCCUPATION BUSINESS LICENSE APPLICATION

In order to avoid a delay in processing your application, please provide all applicable information, and type or print clearly.

HOME OCCUPATION APPLICATION FEE

FEE: \$100.00

Business Name/DBA: _____
 Location Address: _____
 City, State, Zip: _____
 Business Phone: () _____
 Message Phone: () _____
 Fax number: () _____
 Mailing address if different from business address:
 Mailing Address: _____
 City, State, Zip: _____

Type of Business: _____ Sole Proprietor _____ Partnership _____ Corp
 _____ Limited Liability Corp. _____ Charitable _____ Other

Owner or Principal Officers:

Name: _____	Title: _____
Home Address: _____	SS#: _____
City, State, Zip: _____	CDL#: _____
_____	Phone#: _____
Name: _____	Title: _____
Home Address: _____	SS#: _____
City, State, Zip: _____	CDL#: _____
_____	Phone#: _____

Federal Tax ID/SS#: _____ Contractors License #: _____
 State Resale Permit #: _____ Health Permit #: _____
 Other Permit/License: _____ Number of employees: _____
 Type of Business: _____

I declare, under penalties of Perjury, by signing as (one of) the owner(s)/Principal Officer(s) listed below, that this application, including attachments, have been examined by me, as well as the property owner(s), and to the best of my knowledge believe to be true, accurate and complete of all facts. I further certify that the above business will be conducted in compliance with the applicable provisions of The City of Highland Municipal Codes & Ordinances, including State and Federal laws. In addition, I assume responsibility to renew this business license on an annual basis and pay the renewal fees on time. I understand that I will be subject to late fees, additional administrative charges, and/or have the business license revoked due to non-compliance of the conditions set forth by the City of Highland. I also agree to notify the City of Highland of any and all changes in business status relating to this application. As a courtesy, the City will send you a renewal notice. If you do not receive the notice, it is your responsibility to pay by the due date to avoid penalties. The applicant has up to 90 days to comply with the application process and the renewal process. If you do not meet this time period, your business license will be closed. You may reapply and pay all associated fees.

Signature: _____ Date: _____
 Signature: _____ Date: _____

OFFICE USE ONLY

() X
 Zoning Planning Approval Date Code Enforcement Approval Date



"HOME OCCUPATION" Regulations

CITY OF HIGHLAND
27215 BASELINE
HIGHLAND CA 92346
Phone (909) 864-6861
Fax (909) 862-3180

In order to avoid a delay in processing your application, please provide ALL APPLICABLE information, and type or print clearly. Thank You.

Business Name and/or DBA _____

Location Address _____

NOTICE RE: HOME OCCUPATION REGULATIONS

The Highland Municipal Code (HMC)/Title 5/Chapter 5.12/Section 020, Intent & Regulations, states:

Home Occupations are intended to provide for commercial uses associated with a residence in those cases where that use will clearly not alter the character nor the appearance of the residential environment. Home occupations, as defined, shall be permitted in any residential zone or land use district, subject to the following regulations:

- (A) Only persons residing on the premises shall be involved in any such business with no outside employees or contract labor employed on a regular basis;
- (B) There shall be no direct sales of products or merchandise other than personal and home care type products and small crafts;
- (C) Pedestrian and vehicular traffic will be limited to that normally associated with residential districts;
- (D) The home occupation shall not involve the use of commercial vehicles for the delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses;
- (E) Up to 25% (no more than 250 square feet) of the living space within the home may be used for storage of materials and supplies related to the home occupation;
- (F) There shall be no outdoor storage of materials or equipment, nor shall merchandise be visible from outside the home;
- (G) The home occupation shall be confined within the main building, including a detached garage, but in no manner shall a required garage area be utilized for business purposes;
- (H) The appearance of the structure shall not be altered nor the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, or the emission of sounds, noises, and vibrations;
- (I) The use of utilities and/or community facilities shall be limited to that normally associated with the use of the property for residential purposes;
- (J) There shall be no advertising of the location address in a public form (newspapers, telephone books, etc.) regarding the commercial use which is the subject of a home occupation permit other than a P.O. Box and telephone number;
- (K) There shall be no storage or use of chemicals, solvents, mixtures or materials which are corrosive, toxic, flammable, an irritant, a strong sensitized, or other similar materials used in home occupations without the written approval of the appropriate licensing authority/authorities.

HOME OCCUPATION ADDENDUM TO BUSINESS LICENSE APPLICATION

Square Footage of Residence _____ plus Garage _____ Total Combined Square Footage _____

Total Square Footage of Work Area _____ Room Devoted to Occupation _____

Type of Mechanical Devices for Occupation _____

Total Square Footage of Storage Area _____ Room Devoted for Storage _____

Type & Quantity of Supplies or Materials in Storage Area _____

Type of Advertising _____ Approx. Number of Visitors to Residence Per Day _____

Where will Service/Product Be Sold? _____

Will commercial vehicles which do not exceed the ½ ton rate of capacity be used for delivery of materials to/from the residence? _____

If utilizing trucks or other equipment, where will they be parked or stored? _____

(Please call the Planning Department at x210 if you have any questions regarding this section.)

APPLICANT SIGNATURE

I declare, under penalties of Perjury, by signing as (one of) the Owner(s)/Principal Officer(s) listed below, that this Attachment A to the Business License Application has been examined by me, and to the best of my knowledge is true, accurate, and complete of all facts. In addition, I have read the Notice Re: Home Occupation Regulations and will abide by them as stated herein.

Signature _____ Date _____

Home Occupation Continued

NOTICE RE: LIST OF CONTIGUOUS PROPERTY OWNERS

In compliance with the City of Highland's HMC/Title 5/Chapter 5.12/Section 040, Notice to Surrounding Property Owners, the following list includes the name(s), address, and assessor's parcel number, of all persons/property owners (whether resident or absentee) to whom all property is assessed, of all properties contiguous (immediately surrounding) the Home Occupation residence, and are listed as they appear on the latest county assessment role available from the San Bernardino County Tax Assessor's Office, (909) 387-8308, located at 172 West Third Street, San Bernardino CA 92415.

Assessor's Parcel # _____
Name _____
Address _____
City State Zip _____

Assessor's Parcel # _____
Name _____
Address _____
City State Zip _____

Assessor's Parcel # _____
Name _____
Address _____
City State Zip _____

Assessor's Parcel # _____
Name _____
Address _____
City State Zip _____

Assessor's Parcel # _____
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Address _____
City State Zip _____

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Assessor's Parcel # _____
Name _____
Address _____
City State Zip _____

Assessor's Parcel # _____
Name _____
Address _____
City State Zip _____

Assessor's Parcel # _____
Name _____
Address _____
City State Zip _____

-- Attach additional sheets as required. --

APPLICANT SIGNATURE

I declare, under penalties of Perjury, by signing as (one of) the Owner(s)/Principal Officer(s) listed below, that this Attachment A to the Business License Application has been examined by me, and to the best of my knowledge is true, accurate, and complete of all facts. In addition, I have read the Notice Re: Home Occupation Regulations and will abide by them as stated herein.

Signature _____ Date _____

PROPERTY OWNER'S DECLARATION

CITY OF HIGHLAND
27215 BASE LINE
HIGHLAND CA 92346
Phone (909) 864-6861
Fax (909) 862-3180

In order to avoid a delay in processing your application, please provide ALL APPLICABLE information, and type or print clearly. Thank You.

Business Name and/or DBA _____

Location Address _____

PROPERTY OWNER'S DECLARATION *(For Businesses Leasing Property)*

I declare, under penalties of Perjury, by signing as (one of) the Property Owner(s) listed below, that I hereby authorize

{Name(s) of Business Owner(s)/Principal Officer(s)} _____ *(Name of*
Business and/or DBA) _____, **to use my property**
located at (Business Address) _____, **in order to conduct a business for the**
purpose of (Type of Business) _____,

In compliance with the applicable provisions of the City of Highland Municipal Code & Ordinances, State & Federal laws.

Property Owner's Printed Name _____

Signature _____ Date _____

Mailing Address _____

Home Phone (_____) _____ Message Phone (_____) _____ Fax(_____) _____

APPLICANT SIGNATURE

I declare, under penalties of Perjury, by signing as (one of) the Owner(s)/Principal Officer(s) listed below, that this Attachment B to the Business License Application has been examined by me, and to the best of my knowledge is true, accurate, and complete of all facts.

Signature _____ Date _____

Do you have questions? Call the Business Licensing Department at x225. Thank You.