

ATTACHMENT A: HOME OCCUPATION REGULATIONS

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

Definition. 'Home Occupation' means any occupation customarily conducted entirely within a dwelling by its inhabitants, the purpose being incidental to the use of the dwelling for dwelling purposes; and provided, that no article is sold or offered for sale except that produced by said inhabitants.

Performance and Development Standards. Home occupation businesses shall be permitted within any private residence subject to compliance with the following conditions:

- a. There shall be no employment of help, other than members of the household that reside at the subject property.
- b. There shall be no direct sale of goods associated with the home occupation on the premises.
- c. The use shall not generate pedestrian or vehicular traffic above that which is typical of a residential neighborhood.
- d. The home occupation shall not involve the use of commercial vehicles for the transport of materials to or from the premises beyond those commercial vehicles typically associated with residential uses.
- e. A maximum of 250 square feet or 25 percent of the residence, whichever is greater, shall be utilized for storage of materials, supplies or equipment related to the home occupation.
- f. There shall be no outdoor storage or visible storage of materials, supplies or equipment from outside of the home.
- g. Not more than two (2) rooms within the dwelling shall be utilized for the home occupation business, inclusive of an attached or detached enclosed garage. No outdoor space shall be used for home occupation purposes.
- h. In no way shall the appearance of any structure or the conduct of the business within the structure be such that any portion of the premises may be reasonably recognized as serving a nonresidential use, either by color, form, materials of construction, lighting, signs, sounds, noises, odors, vibrations or other means.
- i. If the home occupation applicant is not the homeowner of the premises in which the home occupation will be conducted, written authorization from the property owner shall be provided.

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 _____

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 x258** if you have any questions regarding this section.)

SB1186

"Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx. The Department of Rehabilitation at www.rehab.cahwnet.gov. The California Commission on Disability Access at www.cdda.ca.gov."

ATTACHMENT B: COTTAGE FOOD OPERATIONS REGULATIONS

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

Definition. 'Cottage Food Operation' means an enterprise that is operated by a cottage food operator in a private residence and has not more than one employee, not including a family member or household member(s) of the cottage food operator, where cottage food products are prepared or packaged for direct or indirect sale to consumers.

Performance and Development Standards. Cottage food operations shall be permitted in any private residence subject to compliance with the following conditions:

- a. No cottage food operation shall be allowed to operate without first securing all required permits and approvals from the San Bernardino County Department of Public Health and the City.
- b. Not more than one employee, paid or voluntary, not including an immediate family member or resident of the household of the cottage food operator, shall be employed by the cottage food operation.
- c. Sales performed from the private residence shall be allowed subject to the following conditions:
 - i. No outdoor sales shall be permitted on the premises.
 - ii. Customer vehicles shall not impede vehicular or pedestrian traffic, block a driveway or sidewalk, or sit idling at any time.
 - iii. No on-site dining or loitering shall be permitted.
 - iv. On-site sales shall be limited to Monday through Sunday between the hours of eight (8) a.m. and eight (8) p.m.
- d. Delivery and loading shall be subject to the following conditions:
 - i. Deliveries and loading shall be limited to Monday through Friday between the hours of seven (7) a.m. to eight (8) p.m. No deliveries or loading shall be permitted on Saturday or Sunday.
 - ii. Delivery and loading vehicles shall not impede vehicular or pedestrian traffic, block a driveway or sidewalk, block or occupy areas designated for emergency apparatus or sit idling at any time.
 - iii. Cottage food operations participating in indirect sales to third-party retailers shall not use third-party delivery services to deliver food products to the retailer.
 - iv. Delivery and loading vehicles shall not occupy or block access to required parking for the private residence.
- e. Not more than two (2) rooms within the private residence, one (1) of which shall be the kitchen, that have been registered or permitted with the San Bernardino County Department of Public Health shall be utilized for the food cottage operation, inclusive of an attached or detached enclosed garage. No outdoor space shall be used for cottage food operation purposes.
- f. A maximum of 250 square feet or 25 percent of the private residence, whichever is greater, shall be utilized for storage of materials, supplies or equipment related to the cottage food operation.
- g. There shall be no outdoor storage or visible storage of materials, supplies or equipment.
- h. In no way shall the appearance of any private residence or the conduct of the cottage food operation within the private residence be such that any portion of the premises may be reasonably recognized as serving a nonresidential use, either by color, form, materials of construction, lighting, signs, sounds, noises, odors, vibrations or other means.
- i. The cottage food operation shall comply with the health and safety requirements set forth in the California Health and Safety Code Section 114365, et seq. If any imminent health hazard is found, the permit for operation of the cottage food business shall be suspended or revoked.
- j. If the cottage food operator is not the homeowner of the private residence in which the cottage food operation will be conducted, written authorization from the property owner shall be provided.

COTTAGE FOOD OPERATIONS 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 _____		
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 x258 if you have any questions regarding this section.)		

SB1186

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ATTACHMENT C: PROPERTY OWNER'S DECLARATION

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

I declare, under penalties of perjury, by signing as (one of) the property owner(s) listed below, 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, as well as both State and Federal laws.

Property owner's name: _____

Property owner's address: _____

Property owner's phone: () _____

Signature: _____ Date: _____

APPLICANT SIGNATURE

I declare, under penalties of perjury, by signing as (one of) the owner(s) listed below, that this Attachment C 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: _____

If you have any questions please feel free to call the Business License Department (909) 864-6861 x 225

OFFICE USE ONLY

Residential Rental License Required? Yes No
Current Residential Rental License #: _____