



# Home Occupancy Permit (HOP) Application Form

Home offices and other types of limited business activities may be permitted in residential areas with a Home Occupancy Permit (HOP), as authorized by Section 18.44 of the Colton Municipal Code.

The following steps are required to obtain a HOP.

DO NOT WRITE HERE - FOR OFFICE USE ONLY

HOM#: \_\_\_\_\_  
Zone: \_\_\_\_\_ APN: \_\_\_\_\_  
Explicitly Prohibited by CMC 18.44.050:  Yes  No  
Designated Historic Resource:  Yes  No  
Zoning Clearance:  Yes  No, due to \_\_\_\_\_  
By Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 1.** Please initial each of the following conditions to indicate that the proposed home occupancy will be able to comply. If all conditions can be complied with, proceed to Step 2.

1. \_\_\_\_\_ The home occupation shall be an incidental and accessory use and shall not change the principal character of the dwelling unit.
2. \_\_\_\_\_ No employees other than members of the residential family.
3. \_\_\_\_\_ No use of materials or equipment not recognized as being customarily found and used in residences.
4. \_\_\_\_\_ Not generate pedestrian or vehicular traffic beyond that normally found in residences.
5. \_\_\_\_\_ Not involve the use of commercial vehicles for delivery of materials to or from the premises for commercial purposes.
6. \_\_\_\_\_ No outside storage of materials and/or supplies.
7. \_\_\_\_\_ Not involve the placement of signs.
8. \_\_\_\_\_ Not involve more than one room in a dwelling or an accessory structure.
9. \_\_\_\_\_ In no way shall the appearance of the structure be so altered or the conduct of the home occupation within the structure be such that the structure may reasonably be recognized as serving a nonresidential use. The architecture, color, materials, construction and lighting of the exterior of the structure shall be reasonably compatible with surrounding residences.
10. \_\_\_\_\_ No use of utilities beyond that normally required for use of the property for residential purposes.
11. \_\_\_\_\_ No direct sales of products or merchandise from the home.

**Step 2.** Please enter the information requested, sign, and submit to the Development Services Department. Once the application is granted zoning clearance, you may proceed to Step 3.

Business Description (attach statement, if necessary): \_\_\_\_\_

Proposed Business Name \_\_\_\_\_

Site Address (including Unit/Apt No) \_\_\_\_\_

*Applicant's Certification.* By signing below, I hereby affirm that the information on this form is accurate, that I have read and understood the conditions pertaining to home occupancy permits and agree to comply, and that I understand that if I am in violation of any of these requirements, my home occupancy permit will be revoked.

Signature \_\_\_\_\_

Date \_\_\_\_\_

E-mail Address \_\_\_\_\_

Print Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**Step 3.** Pay a fee of \$140, which includes a \$50 fee for the HOP and \$90 for the first-year Business License Fee and submit an application for a Business License. Please contact Cecilia Barrajas at (909) 370-5081 regarding the Business License process.