

## So you want to start a business and run it from your home. Here are some things you need to know before you get started.

### Basic Requirements:

1. The business must have a valid home occupation permit issued by the Permit Center.
2. Deliveries or shipments of product or merchandise to or from the residence are prohibited.
3. No customers can visit the property. All customer contact must be done through the mail or done electronically. No flyers or signs which encourage customers to visit the property are permitted.
4. No storage of product, supplies (other than office supplies) or equipment on the property.
5. The business use must be secondary to the residential use of the property. That is, you must live in the house, and not just use it for a business.
6. No signs advertising the business may be placed on the property, including the mailbox.
7. The residence may only be used by the occupants. No employees of the business are permitted to work on the property.
8. No activities are permitted which are out of character with a residential neighborhood.

### FAQ's:

#### What kind of businesses need a home occupation permit?

Any business that is run from, or conducted in a residence must have a home occupation permit. Medical transcribing, accounting, telephone sales, computer programming, contractor's offices, consultants are a few examples of permitted types of in-home occupations.

#### How often do I need to renew the permit?

Home occupations are good for 5 years maximum. If the type, nature, owner, or location of the business changes, then a new home occupation permit must be secured.

#### Can I run a business from my apartment?

As far as the City is concerned, yes, subject to the regulations above. However, you should check your rental agreement or lease.

#### Can I run a business from my condo?

As far as the City is concerned, yes, subject to the regulations above. However, you should check the CC & R's for your development and any rules that might be adopted by your association.

#### So where do I get this permit?

The City's Permit Services Center at 633 E. Broadway, room 101 issues the permit. Questions about the regulations should be directed to the Center at (818) 548-3200.