



## HOME OCCUPATION PERMIT Application Process

A “Home Occupation” applies to those businesses based in residential zones within the City of Rancho Mirage. The purpose of the Home Occupation application process is to allow *some* business activity in residential areas so as not to disturb the quality of life in a neighborhood.

- Those homes located in a HOA or Mobile home Park must provide an approval letter at the time of application submittal.
- Those **renting or leasing a private home** must furnish a letter from the landlord stating that permission is given to the applicant to conduct a business from the rented/leased residence.
- Applicant is to submit the completed application to the Building & Safety Division.**
- Include the \$53.00 application fee made payable to the City of Rancho Mirage.**
- If applicant is using a fictitious business name, a copy of the Fictitious Business Name statement from the Riverside County Clerk’s office is required.**

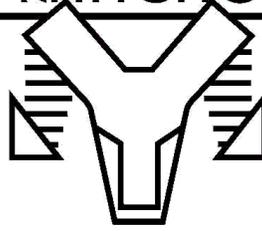
Upon completing the required steps listed above, the applicant then is to make an appointment with the Building and Safety division for a Building Inspector to meet with the applicant at the home. The Building and Safety division will, at this time, review the Home Occupation Operating Standards (Municipal Code Section 17.44.060) with which the applicant agrees to comply.



**Please call (760) 202-9253 for your appointment.**

Generally, it will take one week to complete this process after which time, a City business license will be issued at an additional cost of \$30.00. If further assistance is needed, please call the Business License office at (760) 770-3207.

# CITY OF RANCHO MIRAGE



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## HOME OCCUPATION PERMIT APPLICATION

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Business\*: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**\*Copy of Fictitious Business Name Statement from Riverside County Clerk's Office is required if the business name used is a fictitious name.**

Describe nature of home occupation (product, service, etc.):

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How many persons will be involved or employed in the proposed home occupation? \_\_\_\_\_

Describe any alterations to the home or premises which might be required to facilitate your home occupation (any structural, electrical, or mechanical alterations will require a City of Rancho Mirage building permit and inspections):

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Describe which rooms will be used to conduct the home occupation and how those rooms will be used (i.e. garage used to store supplies, etc.):

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Describe mechanical and/or electrical equipment necessary to conduct your home occupation:

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Describe how, where, and in what amounts the equipment, materials, and/or supplies related to your home occupation will be set up or stored:

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Will customers or clients come to your home to obtain any products or use services connected with your home occupation?

Yes  No If yes, please explain: \_\_\_\_\_

Do you have any exterior sign(s) planned for your home occupation?  Yes  No  
If yes, please describe: \_\_\_\_\_

Will trucks or other commercial vehicles be used?  Yes  No If yes, where will they be parked or stored?  
\_\_\_\_\_

Do you plan to use commercial vehicles for delivery of materials to and from your premises?  
 Yes  No

Do you live within a Homeowner's Association?  Yes  No

*If yes, it is requested that you check the conditions, covenants, and restrictions (CC & Rs) pertaining to your property, and provide an approval letter from the HOA.*

*"I have read and understand the code sections outlined on this application and agree to comply to these requirements."*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE FOLLOWING IS AN EXCERPT FROM THE RANCHO MIRAGE ZONING ORDINANCE OUTLING THE CONDITIONS PERMITTING A HOME OCCUPATION:

**17.44.060 OPERATING STANDARDS**

**A home occupation represents a legal income producing activity by the occupant(s) of the dwelling. Home occupations shall comply with all of the following operating standards:**

- A. The home occupation shall be incidental and secondary to and compatible with surrounding residential uses;
- B. Only the occupant(s) of the dwelling may be engaged in the home occupation;
- C. The home occupation shall not alter the appearance of the dwelling unit;
- D. A home occupation shall not be initiated until a current Business License is obtained in compliance with Municipal Code Chapter 5.04 (Business Licenses and Fees Generally). Immediately following the effective date of an approved home occupation permit, when no appeal has been filed, the applicant shall obtain a business license;
- E. Except as allowed by these standards there shall be no delivery, display, distribution, sale, or storage of merchandise, or advertising signs on the premises. Only a sign with the address and name of the resident shall be allowed;

- F. There shall be no advertising which identifies the home occupation by street address;
  - G. The home occupation shall be confined completely to one room located within the main dwelling. It shall not occupy more than 25 percent of the gross area of the ground level floor. Garages or other enclosed accessory structures shall not be used for home occupation purposes, except for the storage of incidental office supplies where two parking spaces are maintained. Horticulture activities may be conducted outdoors, but only within the rear one-third of the subject parcel;
  - H. Only one vehicle no larger than a three quarter-ton truck may be used by the occupant(s) directly or indirectly in connection with a home occupation.
  - I. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises in a manner different from normal residential usage, except for FedEx, UPS, or USPS home deliveries/pick-ups;
  - J. The home occupation shall not encroach into any required parking, setback, or open space areas;
  - K. There shall be no use or storage of material or mechanical equipment not recognized as being part of a normal household or hobby use;
  - L. The use shall not create or cause dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, or vibration that can or may be considered a hazard or nuisance;
  - M. Negative impacts that may be felt, heard, or otherwise sensed on adjoining parcels or public rights-of-way shall not be allowed;
  - N. Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. Utility consumption shall not exceed normal residential usage;
  - O. Creation of pedestrian or vehicular traffic or parking demand in excess of that customarily associated with the residential zoning district in which it is located shall not be allowed;
  - P. A home occupation permit shall not be transferable;
  - Q. Only one home occupation may be allowed in any dwelling;
  - R. For rental property, the property owner's written authorization for the proposed use shall be obtained and submitted with the application for a home occupation permit;
  - S. Standards for home occupations that would allow for transient visitor accommodations are identified in Section 17.30.050 (Bed and Breakfast Inns);
  - T. Any special condition(s) established by the director shall be made part of the record of the home occupation permit, as deemed necessary to carry out the purpose of this chapter; and
  - U. All pre-existing home occupations shall conform with all applicable title requirements before or upon renewal of the annual business license.
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**17.78.020 REVOCATION**

**A certificate, license, permit, or other approval may be revoked or modified by the review authority (e.g., director, commission, or council) which originally granted the permit or approval, or the equivalent city review authority, for permits or approvals originally granted under the county's authority, if any one of the following findings are made:**

1. Circumstances under which the permit or approval was granted have been changed by the applicant to a degree that one or more of the findings contained in the original permit or approval can no longer be made in a positive manner, and the public convenience, health, interest, safety, or welfare require the revocation;
2. The permit or approval was issued, in whole or in part, on the basis of a misrepresentation or omission of a material statement in the application, or in the applicant's testimony presented during the public hearing, for the permit or approval;
3. One or more of the conditions of the permit or approval have not been substantially fulfilled or have been violated; and
4. The improvement/use authorized in compliance with the permit or approval:
  - a. Is in violation of a code, law, ordinance, regulation, or statute of the city, state or federal governments;
  - b. The manner of operation constitutes or is creating a public nuisance; or
  - c. Has ceased operation or has been abandoned for a minimum period of 180 days. Abandonment is generally evidenced by the actual removal of equipment, furniture, machinery, structures, or other components of the use, discontinuance of utilities and services, or where there are no business receipts/records available to provide evidence that the use remains in continual operation.

\*\*\*\*\* BELOW TO BE COMPLETED BY CITY STAFF \*\*\*\*\*

CONDITIONS OF APPROVAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Building Inspector

\_\_\_\_\_  
Home Inspection Date

\_\_\_\_\_  
Planning Manager

APPROVED    DENIED

**Non-refundable \$53.00 application fee:** \_\_\_\_\_

Fee paid

Received By

Date