

**ALL BUSINESS LICENSEES**

*Every person who operates a business within the City of Duarte must obtain a Business License and comply with all provisions of the Duarte Municipal and Development Codes. Only businesses specifically exempted by State or Federal statute are not required to obtain a Business License. Business Licenses are not transferable and are terminated when business ownership changes or ceases to operate in Duarte.*

***Please complete the "Notice of Business Closure" if you are terminating your business license.***

**DDC Article 4, Chapter 19.60.070 - Home Occupations.**

- A. **Purpose.** This Section provides locational, developmental, and operational standards for the conduct of home occupations.
- B. **Applicability.** The provisions in this Section shall apply to home occupations as defined in DDC Article 9 of Chapter 19.160.090 and where allowed in compliance with DCC Article 2 of Chapter 19.10.010 and the following standards. A home occupation shall only be allowed as an accessory use on a parcel with a legal residential dwelling unit.
- C. **Business license required.** The operator of the home occupation shall procure a City Business License issued in compliance with DMC 5.04.020 (License Required).
- D. **Compliance required.** All home occupations shall comply with the applicable locational, developmental, and operational standards identified in this Section.
- E. **City standards.** Each home occupation shall comply with all of the following standards.
1. Only the permanent resident(s) of the subject dwelling shall be employed on the premises in the conduct of a home occupation.
  2. There shall be no exterior use or storage of material or mechanical equipment, as determined by the Finance Director, to be for the home occupation use, as well as not for normal household or hobby use.
  3. The home occupation shall not involve the use of structures other than those allowed in the subject residential zone.
  4. There shall be no signs on the residential site associated with the home occupation.
  5. Not more than one room or the equivalent of 20% of the floor area of the entire dwelling unit, whichever is greater, shall be employed for the home occupation, except for residential day care uses as that term is defined in the DDC Article 9 of Chapter 19.160.050 and allowed in compliance with DDC Article 2 of Chapter 19.18. Use of the garage is allowed only when all required vehicle storage and garage parking is maintained in compliance with this Development Code, and the garage doors shall remain closed at all times, except when the vehicle is entering or exiting the garage.
  6. The appearance of the dwelling or any accessory structure shall not be altered so that the dwelling may be reasonably recognized as serving a nonresidential use (either by color, construction, dust, lighting, materials, noise, odors, sounds, vibrations, etc. or that disturbs the peace). The existence of a home occupation shall not be apparent beyond the boundaries of the subject site.
  7. There shall be no use of utilities or community facilities beyond that normal to the reasonable use of the property for residential purposes as defined in the zone.
  8. Visitor limit.
    - a. A home occupation may not generate the number of visitors (e.g., pedestrian and/or vehicular traffic) beyond that considered normal within the surrounding residential neighborhood. A 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-type home deliveries/pick-ups.
    - b. This provision shall not be construed to limit the business transacted by the operator of the home occupation solely by means of the Internet, mail, or telephone, or similar means of communications, or while away from the site of the home occupation.
  9. Visitation and deliveries incidental to the home occupation shall be limited to the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday and 8:00 a.m. to 6:00 p.m., on Saturdays and Sundays.
  10. Only one vehicle, owned or leased by the operator of the home occupation, not to exceed one-ton rated carrying capacity (manufacturer's specifications) may be used by the occupant(s) directly or indirectly in connection with a home occupation and parked at the residence.
  11. For rental property, the property owner or property management's written authorization for the proposed use shall be obtained and submitted with the application for a Business License.
  12. All pre-existing home occupations shall conform to all applicable Development Code requirements upon renewal of the annual Business License.

**AFFIRMATION**

*I have read and understand the requirements of a business license and do hereby agree to comply with the conditions stated above and to limit my activities to the business described by me above. I also understand that any violation of regulations governing a business will be sufficient reason for revoking the business license and continued operation after revocation may be a misdemeanor.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Conditions of Approval \_\_\_\_\_

Signature of Planner \_\_\_\_\_

Date \_\_\_\_\_

**BUSINESS ACTIVITIES & SOLICITORS PERMIT**

Business activity is not permitted on sidewalks or on improved or unimproved lots within the City without a special permit.  
Anyone soliciting, peddling, or canvassing in the City must obtain a Solicitors permit.