



## Upland Municipal Code Minor Home Occupation Standards

### 17.27.010 Purpose

This chapter is intended to permit a home occupation as an incidental and accessory use in residential and residential mixed-use zoning districts under conditions that will ensure that the use is and remains compatible with the residential character of the neighborhood.

### 17.27.070 Development and Performance Standards

All home occupations shall comply with the following standards:

- A. Relationship to Dwelling Unit.** There shall be no exterior evidence of the conduct of the home occupation. The home occupation shall be clearly incidental and subordinate to the primary residential use of the dwelling unit and may not be conducted in an accessory structure.
- B. Outdoor Storage Prohibited.** Goods and materials associated with a home occupation shall be stored within an enclosed structure. The storage of flammable, combustible, or explosive materials shall be strictly prohibited.
- C. Vehicles.** The home occupation shall not create off-street or on-street parking, vehicular or pedestrian traffic which is greater than normally associated with a strictly residential use of the premises, except for individual instruction or client visits in conformance with definitions provided in Section 17.27.040. The resident with the home occupation may not keep a vehicle greater than one ton at the premises and may not have more than one such vehicle. Any trailer or wheeled equipment incidental to the home occupation shall be kept within an enclosure and not be visible from off-site. Any vehicle used in association with a home occupation shall be prohibited from parking on the street (i.e., taxis, limos, vans, work trucks, etc.).
- D. Performance Standards.** Home occupations shall not generate noise exceeding levels permitted by Upland Municipal Code Chapter 9.40 (Unnecessary Noise), dust, odors, vibration, or electrical interference or fluctuation that is perceptible beyond the property line.
- E. Deliveries.** Deliveries and pick-ups for home occupations shall not exceed the volume normally associated with residential uses (no more than three deliveries per day), shall not interfere with vehicle circulation, and shall occur only between 8:00 a.m. and 8:00 p.m., Monday through Saturday.
- F. Size.** Home occupations shall be located entirely within the dwelling unit and shall not occupy more than 25 percent of the gross floor area of the dwelling unit.
- G. Employees.** Employees of a minor home occupation shall be limited to the persons residing in the dwelling unit except that non-residents may be employed as long as they do not work, meet, or leave vehicles at the residence. Major home occupations are allowed two additional persons in addition to those residing in the dwelling unit.
- H. Clients.** No more than six clients per day are permitted to visit a minor home occupation. Hours for visits shall be between 8:00 a.m. and 8:00 p.m.
- I. Sales.** There shall be no on-site sale of products.
- J. Building Code.** Minor and major home occupations shall comply with accessibility requirements of the California Building Code, including parking and path of travel into the dwelling.

**17.27.060 Prohibited Home Occupations**

The following uses, and those with similar characteristics, are prohibited as home occupations: photography studio, beauty parlor, barber shop, nail salon, massage parlor, pet grooming, appliance or vehicle repair shops, animal hospital, medical practitioner, clinic, music school, dancing school, business school, any other school or program with organized classes, except for individual instruction.

**I have read, and agree to the rules and regulations stated above.**

**Signed**\_\_\_\_\_ **Date**\_\_\_\_\_

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

**Business Name**\_\_\_\_\_

**Business Address**\_\_\_\_\_



# Zoning Clearance Application

Development Services Department – Planning Division  
460 N. Euclid Avenue  
Upland, CA 91786  
(909) 931 – 4130

**What is Zoning Clearance?** The purpose of a Zoning Clearance is to confirm that the proposed business/ Land use is allowed by the Upland Municipal Code or applicable zoning document at the proposed location. This is not an approval or permit to occupy a building, or an indication that the property meets all applicable code requirements. Prior to entering into lease agreements, occupying, or making any improvements at the site, you should discuss your business with the Planning Division to be certain you can operate your business at the site.

### Please Read Before Continuing – Do Not Use This Form

- **Cottage Food Operations (home-based):** Apply for an **Administrative Use Permit (AUP)**.
- **Massage Therapy Businesses:** Apply for a **Massage Operating Permit (MOP)**.
- **New Automotive Businesses:** Apply for an **Administrative Use Permit (AUP)**.
- **Automotive Business – Change of Ownership:** You may use this form.

For questions, please contact **Upland Planning** at (909) 931-4130.

**BUSINESS NAME:** \_\_\_\_\_ **IS THIS A RESIDENTIAL HOME?**  
 Yes  No

**BUSINESS ADDRESS:** \_\_\_\_\_ **BUILDING UNIT SIZE:**  
*(include unit or suite)* \_\_\_\_\_ **(Sq-Ft):** \_\_\_\_\_

**BUSINESS/OPERATIONS** (DESCRIPTION):  
\_\_\_\_\_  
\_\_\_\_\_

**DAYS/HOURS OF OPERATION:** \_\_\_\_\_ **DAYS** \_\_\_\_\_ **HOURS**

**EXTERIOR IMPROVEMENTS** (DESCRIBE): \_\_\_\_\_  
\_\_\_\_\_

**INTERIOR IMPROVEMENTS** (DESCRIBE): \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Are you assuming control of an existing business? If yes, what is the name of the current/previous business? _____.
<input type="checkbox"/>	<input type="checkbox"/>	2. Will the business operation include any work, use, or storage conducted outside of a wholly enclosed building? If yes, what? _____.
<input type="checkbox"/>	<input type="checkbox"/>	3. Will the building be used for education, instruction, daycare, or worship? If yes, how many square feet is the tenant space? _____ What is the maximum number of people anticipated at any given time, including staff and patrons? _____.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	4. Will the business have an outdoor patio?
<input type="checkbox"/>	<input type="checkbox"/>	5. Will the business operation include the preparation of food or beverages?
<input type="checkbox"/>	<input type="checkbox"/>	6. Will the business be a restaurant? If yes, what is the size (square feet) _____ and number of seats? _____.
<input type="checkbox"/>	<input type="checkbox"/>	7. Will the business operation include selling or serving alcoholic beverages? If yes, what type of ABC license? _____.
<input type="checkbox"/>	<input type="checkbox"/>	8. Will the business operation include entertainment, including, but not limited to, live performances (bands, soloists, DJ's, etc.), dancing, or other?
<input type="checkbox"/>	<input type="checkbox"/>	9. Will the business include any type of adult entertainment such as adult bookstore, adult cabaret, adult model studio, adult hotel, escort agency, adult theater, adult video store, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	10. Will the business operation include the sales or serving of tobacco products? If yes, what is the tobacco resale number? _____ What type of tobacco products will be sold? _____.
<input type="checkbox"/>	<input type="checkbox"/>	11. Will there be consumption of tobacco products on site?
<input type="checkbox"/>	<input type="checkbox"/>	12. Will your business distribute medical/recreational marijuana as part of its services?
<input type="checkbox"/>	<input type="checkbox"/>	13. Is the business a State licensed facility? If yes, what type? _____.
<input type="checkbox"/>	<input type="checkbox"/>	14. Will the business have any type of massage?
<input type="checkbox"/>	<input type="checkbox"/>	15. Will there be any placement of new machinery, equipment, or storage units outdoors or on the roof?
<input type="checkbox"/>	<input type="checkbox"/>	16. Will the business operation include the use of storage racks; and/or the indoor floor/bulk storage of materials exceeding 12 feet in height; and/or tire, plastic, or flammable liquid storage over 6 feet in height?
<input type="checkbox"/>	<input type="checkbox"/>	17. Will the business store rolled paper, bundled cardboard, baled paper and/or cardboard, baled hay or straw, or similar products?
<input type="checkbox"/>	<input type="checkbox"/>	18. Will the business include outdoor lumber storage or wood working operations?
<input type="checkbox"/>	<input type="checkbox"/>	19. Will the business be discharging any waste other than domestic waste to the sewer system?
<input type="checkbox"/>	<input type="checkbox"/>	20. Is the on-site sewer system equipped with a clarifier or grease trap? If so, what size? _____.
<input type="checkbox"/>	<input type="checkbox"/>	21. Will the business operation include the washing of any equipment or vehicles?
<input type="checkbox"/>	<input type="checkbox"/>	22. Will the business operation include discharging any waste, wastewater, or rinse water to the ground, street, or storm drain?
<input type="checkbox"/>	<input type="checkbox"/>	23. Will the business operation include the repair or maintenance of motor vehicles? If yes, what type? _____.
<input type="checkbox"/>	<input type="checkbox"/>	24. Will the business operation store any vehicles or equipment indoors? If yes, what kind and how many? _____.
<input type="checkbox"/>	<input type="checkbox"/>	25. Do the business operations include the sale of motor vehicles?
<input type="checkbox"/>	<input type="checkbox"/>	26. Will the business operation include dispensing of gasoline, diesel, compressed natural gas, liquefied natural gas, liquefied petroleum gas (propane), or hydrogen gas?

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	27. Will the business operation include the use, generation, processing, production, treatment, storage, emission, or discharge of hazardous materials in quantities totaling more than 55 gallons of liquids, 500 pounds of solids, or 200 cubic feet of compressed gas, whether indoors or outdoors?
<input type="checkbox"/>	<input type="checkbox"/>	28. Will the business operation include the use, generation, processing, production, treatment, storage, emission, or discharge of hazardous materials in quantities totaling more than 55 gallons of liquids, 500 pounds of solids, or 200 cubic feet of compressed gas, whether indoors or outdoors?
<input type="checkbox"/>	<input type="checkbox"/>	29. Will the business operation include the storage of more than 5 gallons of flammable liquid of any type?
<input type="checkbox"/>	<input type="checkbox"/>	30. Will the business operation include the generation of hazardous waste in quantities totaling more than 55 gallons of liquid, 500 pounds of solids, or 200 cubic feet of compressed gas?
<input type="checkbox"/>	<input type="checkbox"/>	31. Will the business generate any hazardous waste or e-waste at this site?
<input type="checkbox"/>	<input type="checkbox"/>	32. Will the business include dry cleaning at the site?
<input type="checkbox"/>	<input type="checkbox"/>	33. Is the business considered a regulated SIC Code under SB 205? <i>If so, please demonstrate enrollment with the NPDES permit program by providing the following: WDID number, WDID application number, NONA number, or NEC number:</i> _____  <b>To find the list of regulated SIC Codes please refer to</b> <a href="https://www.waterboards.ca.gov/water_issues/programs/stormwater/sic.shtml">https://www.waterboards.ca.gov/water_issues/programs/stormwater/sic.shtml</a>
<input type="checkbox"/>	<input type="checkbox"/>	34. Will the business operation include sanding, cutting, or shaping wood, metal, plastic, paper, or other products producing combustible dust or fibers? If no, will one be installed? _____.
<input type="checkbox"/>	<input type="checkbox"/>	35. If no to #37, will one be installed?
<input type="checkbox"/>	<input type="checkbox"/>	36. Will the operation include spraying/dipping of flammable finishes (paint, varnish, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	37. Will the business operation include powder coating?
<input type="checkbox"/>	<input type="checkbox"/>	38. Will the business operation include the manufacturing of reinforced plastics using resins?
<input type="checkbox"/>	<input type="checkbox"/>	39. Will the business operation utilize any type of industrial oven or heating/melting equipment?
<input type="checkbox"/>	<input type="checkbox"/>	40. Will the business operation include the use or storage of an acetylene torch, arc welding or cutting, brazing or soldering, hot mop roofing, torch applied roofing, or any other type of hot work?
<input type="checkbox"/>	<input type="checkbox"/>	41. Will the business store, use, handle, or manufacture any type of explosive?

**DECLARATION**

I hereby certify and say, under penalty of perjury, that I am the applicant in the foregoing application for \_\_\_\_\_ (Business Name) to be located at \_\_\_\_\_ (Business Location/Address), that I have read this Zoning Clearance Application and know the content thereof, and that the herein stated information and all attachments hereto, are true and correct to the best of my knowledge and belief. As the applicant, I acknowledge that if I receive a zoning clearance, it will be only for the business and/or project that is described within this application and that I will be responsible for obtaining any necessary approvals or permits from the City of Upland prior to the start of business operations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date