



<i>For Official Use Only</i>	
Business License No.:	_____
Date Received:	_____
Received By:	_____
Case Planner:	_____

CITY OF MENIFEE

Community Development Department

APPLICATION FOR A HOME OCCUPATION

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All Home Occupations MUST conform to the regulations and limitations of the Menifee Municipal Code. A Home Occupation is an allowed land use that is permitted by the City with the understanding (as expressed in the adoption of the Municipal Code) that any such business use of a residential property shall be conducted in a manner so that such use shall have no impact upon the site, the surrounding properties or the community as a whole. A Home Occupation Application shall not be processed for an activity that may result in adverse impacts to the community. An approved Home Occupation Application shall be immediately revoked if such Home Occupation is found to have impacts upon the property, neighboring properties or the neighborhood, or if the use being conducted is found to be inconsistent with the business description provided within this Home Occupation Application.

_____ (Applicant initials)

APPLICANT INFORMATION

Business Name: _____

Applicant's Name: _____ E-Mail: _____

Business Address: _____

Street

City

State

ZIP

Assessor Parcel Number: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Emergency Contact Number (Different then above): (____) _____

Please describe the nature of the business to be conducted within the home noting specifically the physical activity being conducted (office work, hand crafts, assembly, etc.), the location(s) within the home used for all aspects of the business, storage needs, type of stored material (if any), employees, outcall services, food products and specific vehicles used. (Attach additional sheet{s} as necessary.)

(1) The name of the applicant; home business address, telephone number at that address; cell phone number; email and fax (if any); and an emergency contact number different from any of these.

(2) If the business is advertised to the public by name or designation other than the name of the applicant, that name or designation and proof of filing of a fictitious business name statement.

(3) A detailed description of the nature of the business, including, but not limited to, whether the business is constructed in an accessory structure; whether additional vehicles come to the residence or are stored at the residence; whether or not the business involves storage of materials anywhere on the property (including outdoors or in an accessory structure); use of any hazardous materials of any kind; whether the business involves outcall services; or whether the business involves mobile food facilities or vending.

(4) A listing of any and all federal, state, county and other required permits or licenses, including any contractor's state permit or license number and category.

(5) Any other information necessary to determine appropriate regulatory requirements applicable to the business.

(6) The signature of the applicant under penalty of perjury that the information provided on the application is true and correct and that the applicant is responsible for all applicable fees. Any subsequent registration shall be deemed null and void if the license application contains any false or misleading information and providing such false information shall be a violation of this chapter.

(C) The information contained on the business registration form shall be reviewed by the City Clerk and other city staff as necessary. Based upon the nature of the home occupation, they may determine that business licensing and the corresponding inspection is necessary rather than business registration. In the event that a home occupation requires a business license, the registration fee paid shall be credited to the license fee and/or inspection deposit.

The applicant for a Home Occupation has read, understands and shall abide by the above noted Code provisions. _____ (Applicant initials)

The signature of the applicant below acknowledges under penalty of perjury that the information provided on this application is true and correct to the best of that person's knowledge and that the applicant is responsible for all applicable City fees.

By signing this application, the applicant and business agree to be bound by all provisions of the City of Menifee Municipal Code, including but not limited to the provisions for inspection.

An approved/issued Business License shall be deemed null and void if the license application contains any false or misleading information. It shall be considered a violation of this Code, punishable as set out herein, intentionally to give any false or misleading information on the application.

All signatures must be originals. Photocopies or e-signatures are **not** acceptable.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

Copy provided to Applicant

City staff member discussing this application with applicant: _____

Application reviewed and approved by: _____

Date approved: _____