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## THE CITY OF ARTESIA, CALIFORNIA

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18747 CLARKDALE AVENUE, ARTESIA, CALIFORNIA 90701

Telephone 562 / 865-6262

FAX 562 / 865-6240

"Service Builds Tomorrow's Progress"

Dear Business License Applicant(s):

Thank you for considering the City of Artesia as the place to establish your business. The City of Artesia is extremely proud of its diverse and unique business community.

In order to expedite the process of reviewing your business license application, please complete the steps listed below.

**STEP 1** Contact the Community Development Department for zoning information. Please have the complete address of the proposed business. Planning Staff will inform you if the proposed business activity is allowed in the subject zone.

**STEP 2** Complete the business license application packet. Refer to the Filing Instructions sheet for detailed requirements. **Incomplete applications will not be accepted.**

1. Ordinance NO. 518
2. Floor Plan
3. Statement of Use
4. Business License Application
5. Statement of Understanding
6. Zone Clearance Form
7. Copy of DBA or Fictitious Name Statement
8. Copy of Resale permit (if applicable)
9. Copy of Articles of Incorporation (Corporations only)
10. Copy of Driver's License

**STEP 3** Once the business license application packet is submitted, it will be forwarded to the Community Development Department. Please allow three weeks for review. You will be notified of the approval or denial for your application.

If you have and questions, or need additional assistance, please contact Business License office at (562) 865-6262.

## ORDINANCE NO. 518

### AN ORDINANCE OF THE CITY OF ARTESIA ESTABLISHING REVISED REGULATIONS FOR THE APPROVAL OF HOME OCCUPATION USES IN THE SINGLE FAMILY RESIDENTIAL ZONE AND AMENDING THE ARTESIA MUNICIPAL CODE.

THE CITY COUNCIL OF THE CITY OF ARTESIA DOES ORDAIN AS FOLLOWS:

Section 1. Paragraph (d) of Section 9-2.2803 (Accessory Uses Permitted (R-1) of Article 28 (Single Family Residential Zone) (R-1) of Chapter 2 (Zoning) of Title 9 (Planning and Zoning) of the Artesia Municipal Code is hereby amended to read as follows;

(d) Home Occupations.

(1) Small and unobtrusive businesses may be conducted in any primary dwelling unit upon any lot or parcel located within the R-1 Zone, provided that the following standards are complied with:

- (I) The person conducting the business shall obtain from the City and maintain a valid city of Artesia business license.
- (II) There shall be no signs, displays or advertisement on the premises.
- (III) There shall be no outside storage on the premises of merchandise, supplies or materials.
- (IV) The home occupation shall not encroach into any required parking, set backs, or open space areas.
- (V) There shall be no deliveries to or from the premises by commercial delivery vehicles.
- (VI) There is no stock in trade or displays maintained on the premises.
- (VII) The home occupation does not generate vehicular or pedestrian traffic or parking problems which interfere with the use of neighboring properties or with the character of the zone.
- (VIII) The home occupation shall be conducted wholly within the primary dwelling and shall be limited to twenty-five (25) percent of the gross floor area thereof, not to exceed four hundred (400) square feet.
- (IX) No employees shall be permitted, other than the members of the immediate family who are residing at the premises.
- (X) There shall be no use of utilities or equipment beyond that which is reasonable to the use of the premises for residential purposes.
- (XI) The permitted activity shall not injure or interfere with the use of neighboring properties by reason of noise, dust, lighting, vibrations, odor, smoke, glare, radio/electrical interference, or other hazards or nuisances. Noise levels at the property lines of the premises shall not exceed forty-five (45) decibels.
- (XII) There shall be complete compliance with all the applicable State and City statutes and ordinances, including but not limited to fire, building, plumbing, electrical and health code.
- (XIII) No explosives, radioactive, flammable, corrosive or other such hazardous materials shall be used in conjunction with the home occupation or stored on the premises.
- (XIV) No exterior or interior alteration to the residence shall be undertaken to accommodate the home occupation including, but not limited to, the creation of a

separated entrance or the installation of commercial plumbing or electrical fixtures.

- (XV) No firearms or ammunition shall be purchased, sold, repaired or traded as part of a home occupation.
- (XVI) No automotive repair (body or mechanical) or automotive upholstery, or painting work.
- (XVII) No barber and beauty shop.
- (XVIII) No carpentry or cabinet manufacturing.
- (XIX) No medical offices, clinic, or laboratories.
- (XX) No commercial storage.
- (XXI) No garment manufacturing

(2) No home occupation shall be permitted unless the Director of Planning shall have first issued a permit for the specific use based upon a finding that the use will comply with the criteria set forth in paragraph (1).

(3) The Director of Planning may impose reasonable conditions upon the issuance of a home occupation permit as deemed necessary to carry out the intent of this Section. In the event the applicant is dissatisfied with the action taken by the Director of Planning, the applicant may appeal such decision to the Commission. Decisions of the Commission may be appealed to the City Council. Such appeals shall be filed within ten (10) days after notification of the Council shall be final.

(4) The applicant shall sign an affidavit of acceptance demonstrating his/her agreement to comply with the provisions of this subsection. Any violation of the provisions of this subsection immediately shall cause the business license issued by the City of Artesia to become null and void.

#### Affidavit of Acceptance

Section 9-2.2803 (D) of Articles 28, Chapter 2, Title 9 of the Artesia Municipal Code specifies the criteria that a home occupation must conform with.

I have read the criteria, received a copy for my files, and further understand that violation of any of the provisions of subsection (D) shall immediately cause the business license issued by the City of Artesia to become null and void.

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Name - Print

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Signature

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Date

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Address

## STATEMENT OF USE

Please describe your business in detail. Please be aware that a one or two word description does not adequately describe any business. In your description be sure to include in detail any:

RETAIL-	List all items/products that will be available for sale
SERVICE-	Describe how and what type of services will be provided
EXPORT/IMPORT	List items to be exported/imported. How and where will items/products be exported/imported

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Days and Hours of Operation: \_\_\_\_\_

### PLEASE ANSWER ALL QUESTIONS LISTED BELOW

1. Are there any proposed sign?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Are there any tenant improvements?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Will there be any equipment on site?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Are there any emissions being generated on site  
Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Are there any hazardous chemicals or materials being used or stored on site?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Describe in detail your plans to limit or control 1 through 5  
Yes \_\_\_\_\_ No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Artesia Community Development Department

18747 Clarkdale Avenue  
Artesia, CA 90701 ● (562) 865-6262 ● Fax (562) 865-6240

## ZONE CLEARANCE FORM

**Instructions:** All applicants who apply for a business license must also apply for a Zone Clearance. A Zone Clearance allows the City to review each business proposal and location for compliance with the Artesia Municipal Code. Submit this application form with a site plan and floor plan. A planner will review most plans within 48 hours; however some business proposals may warrant a site visit and additional research. We will make every effort to review and return your application request as soon as possible.

Once you obtain approval for your zone clearance, you may proceed to Building & Safety for plan checks and building permits.

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Parking Spaces Provided On Site: \_\_\_\_\_

Business Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

===== For Staff Use Only =====

Zone Clearance No: \_\_\_\_\_

Zoning: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_

List all discretionary approvals, applicable conditions, and building permits.

**Approved**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Denied**

\_\_\_\_\_

\_\_\_\_\_

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



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**STATEMENT OF UNDERSTANDING**

PLEASE NOTE: THE STATEMENT OF GROSS RECEIPTS AND WORKER'S COMPENSATION FORMS **MUST** BE SUMITTED WITH THE BUSINESS LICENSE APPLICATION

I, \_\_\_\_\_  
(OWNER, PARTNER, OFFICER, AGENT)

OF \_\_\_\_\_ LOCATED AT \_\_\_\_\_ DO

HEREBY CERTIFY THAT THE GROSS RECEIPTS OF THE ABOVE BUSINESS FOR THE

PERIOD FROM \_\_\_\_\_, 20\_\_\_\_ TO \_\_\_\_\_, 20\_\_\_\_

WERE/ESTIMATE \$ \_\_\_\_\_ NUMBER OF EMPLOYEES: \_\_\_\_\_

IN ADDITION, I HEREBY CERTIFY THAT THE BUSINESS OPERATIONS I AM CONDUCTING WERE ORIGINALLY APPROVED BY THE PLANNING DEPARTMENT. I UNDERSTAND THAT ADDING BUSINESS LICENSE OPERATION ON THE BUSINESS LICENSE RENEWAL APPLICATION WILL NOT MODIFY THE ORIGINALLY APPROVED BUSINESS LICENSE APPLICATION.

I DECLARE THAT THIS STATEMENT IS MADE BY ME, AND THAT I AM AUTHORIZED TO MAKE SUCH A STATEMENT, AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS A TRUE, CORRECT AND COMPLETE STATEMENT, MADE IN GOOD FAITH PURSUANT TO THE PROVISION OF THE MUNICIPAL CODE OF THE CITY OF ARTESIA, AND I ACCORDINGLY SO REPRESENT.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



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### PROFESSIONAL/SEMI-PROFESSIONAL

#### GROSS RECEIPTS SCHEDULE

#### BUSINESS LICENSE TAX FEE

Your business license tax is based on your annual gross receipts and is determined by the schedule below. Each year the City conducts audits to verify license fees based on reported gross receipts. (Artesia Municipal Code, 3-1.204 b.)

Please be sure to indicate your annual gross receipts on the application form. The form must be completed, signed and returned with your remittance before your business license certificate can be processed. Please go by the chart and **DO NOT ROUND TO THE PENNY.**

#### GROSS ANNUAL RECEIPTS

FROM	TO	TAX
0	14,999	\$ 55.00
15,000	29,999	\$ 83.00
30,000	59,999	\$ 138.00
60,000	89,999	\$ 193.00
90,000	119,999	\$ 248.00
120,000	149,999	\$ 303.00
150,000	249,999	\$ 353.00
250,000	349,999	\$ 403.00
350,000	449,999	\$ 453.00
450,000	549,999	\$ 503.00
550,000	649,999	\$ 553.00
650,000	749,999	\$ 603.00
750,000	849,999	\$ 653.00
850,000	949,999	\$ 703.00
950,000	1,049,999	\$ 753.00
Each additional \$100,000 or fraction thereof add		\$ 50.00