



Business License Application

Community Development Department ~ 21810 Copley Drive ~ Diamond Bar, CA 91765 ~ (909) 839-7030 ~ www.DiamondBarCA.gov

Check the Box that Applies:	Staff Use Only Business License #:
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New Business (Zoning Clearance Required): \$124.57 Non-Profit Business: Fee Waived with Proof of Non-Profit Status Business License Renewal: \$14	Business Located Out of City: \$42.82 Business Requiring Background Check(s) (Complete back of application form)*: \$342.82 Per Person Change of Business Name or Ownership Only: \$42.82	New Home Based Business License (Zoning Clearance Required): \$124.57 Change of Location (Zoning Clearance Required): \$124.57
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Pursuant to SB 1186, all fees include a State-mandated \$4 fee to fund accessibility programs for disabled persons.

***See reverse for a list of businesses requiring background checks**

BUSINESS INFORMATION

Business Name:	Business Phone:	
Description of Business Activities:		
	# of Employees:	
Business Address:		
City:	State:	Zip Code:
Mailing Address (If Different From Above):		
City:	State:	Zip Code:
E-mail:	Website:	

After Hours Contact: _____ **Phone:** _____

PLEASE READ, SIGN AND DATE

I declare, under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct. I understand that the issuance of a business license does not constitute approval of land use, and that I am responsible for compliance with the City's zoning, building, health and safety requirements and all other applicable laws prior to the commencement of business.

Business Owner	Owner 2 (If Applicable)		
Print Name:	Print Name:		
Title:	Title:		
Signature:	Date:	Signature:	Date:

STAFF USE ONLY

Classification Code: _____	Amount Paid: _____
Zoning Approval: _____	Processed By: _____
Comments: _____	Date Processed: _____
Dental office forms provided to applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	



Business License Application Part 2

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BACKGROUND CHECK REQUIREMENTS:

The following business types are required to complete a background check investigation prior to the issuance of a Business License.

This investigation may include reports from the Sheriff's Department, Planning and Building & Safety Divisions, Fire Department, Los Angeles County Health Department, and any such other information as deemed necessary by the City in order to determine if the applicant meets the business license criteria for issuance. If you have one of the following business types, please check the appropriate box and complete the background check information below:

- | | |
|--|---|
| Acupressure Establishments | Firearms Dealers |
| Adult Oriented Businesses | Indoor Amusement/Entertainment Facilities |
| Alarm Systems | Massage Establishments |
| Alcoholic Beverage Sale (Off-Site Consumption) | Pawnbrokers and Second Hand Dealers |
| Bars and Nightclubs | Peddling-Solicitation |
| Computer Services (Network Gaming Center) | Psychic Reading |
| Entertainment Establishments | Tow Trucks and Towing Companies |

BACKGROUND CHECK APPLICANT(S): \$342 Per Applicant (Submit additional forms if necessary)

Applicant 1 Name (Print): _____ Title: _____

Address: _____ Drivers License #: _____

City/State/Zip: _____ Phone No: () -

I hereby authorize the City of Diamond Bar to conduct a Background Check:

Applicant's Signature: _____ Date: _____

Applicant 2 Name (Print): _____ Title: _____

Address: _____ Drivers License #: _____

City/State/Zip: _____ Phone No: () -

I hereby authorize the City of Diamond Bar to conduct a Background Check:

Applicant's Signature: _____ Date: _____

Applicant 3 Name (Print): _____ Title: _____

Address: _____ Drivers License #: _____

City/State/Zip: _____ Phone No: () -

I hereby authorize the City of Diamond Bar to conduct a Background Check:

Applicant's Signature: _____ Date: _____

DBMC 22.42.070 – HOME-BASED BUSINESSES

Home-based businesses are allowed in residential zoning districts when operated in compliance with the provisions of this subsection:

1. **Operational standards.** Home based businesses shall comply with the following operating standards:
 - a. **Location.** The location of the business shall be the principal residence of the person (s) conducting the business and shall be clearly incidental and secondary to the use of the property for residential purposes;
 - b. **No alterations.** Alterations shall not be made which would alter the character of the residence or change its occupancy classification in compliance with the Building Code;
 - c. **Signs.** Advertising sign(s), displays of merchandise or stock in trade, or other identification of the business activity shall not be provided on the premises;
 - d. **Nuisance factors.** The business shall not create levels of glare, light, noise, electrical interference, dust, heat, order, solid waste, vibration, or other characteristics in excess of that customarily associated with similar residential uses;
 - e. **Residents only.** Persons engaged in the business shall be limited to persons residing on the premises and one employee;
 - f. **Size.** The total floor area used for the business, including any area within accessory structures, shall not exceed 20 percent of the total living space of the dwelling unit or 400 square feet, whichever is larger. The space devoted to non-commercial business vehicles under one ton carrying capacity, parked in the garage, is excluded from the total floor area devoted to the business;
 - g. **Use to be enclosed.** The business shall be conducted completely within the enclosed living space of the residence or accessory structure. If the business is conducted within a garage, the use shall not encroach within the required parking spaces for the residence. The vehicle door to the garage shall remain closed while the business activity is being conducted;
 - h. **No outside storage.** Equipment, materials or products associated with the business shall not be stored outdoors. Contractors are not permitted to store landscaping, plumbing, electrical, construction or similar supplies or materials on the premises, except those contained within a single vehicle of less than three-fourths ton carrying capacity;
 - i. **Hazardous materials.** The business shall not involve the storage or use of explosive, flammable, or toxic materials specifically defined as hazardous materials;
 - j. **Vehicle trips.** The business shall not generate additional pedestrian or vehicular trips in excess of the customarily associated with the zoning district in which it is to be located. Clients, customers, patrons or students shall not visit or conduct business at the residence. Truck deliveries of mail or packages are not permitted to average more than two times per week; and
 - k. **Sale and storage of merchandise.** Merchandise, products or stock-in-trade shall not be sold upon the premises, and stock used by the business that is not customary to a residence shall be stored at an off-site location (e.g., storage facility or other nonresidential location). Required parking spaces shall be kept clear and used only for the parking of vehicles owned by persons residing on the premises.

DBMC 22.42.070 – HOME-BASED BUSINESSES

2. **Prohibited home-based businesses.** Home-based businesses are prohibited that would:

a. Not comply with the standard and criteria contained in Subsection (1). (Operational Standards);

b. Generate levels of dust, glare/light, noise, odor, or traffic which would have a significant adverse effect upon the neighborhood and environmental setting of the residential site;

c. Be inconsistent with the General Plan and any applicable specific plan;

d. Threaten the health and safety of the citizens of the City;

e. Clearly represent a use that would conflict with the normal residential atmosphere of the neighborhood surrounding the subject site; and

f. Create parking demands exceeding the availability of spaces on the premises.