



# CITY OF UPLAND

BUSINESS LICENSE & ZONING CLEARANCE  
APPLICATION PACKAGE

# Starting a Business in the City of Upland?

## Great!

*The City of Upland would like to welcome you to its business community. We know that starting a new business can be exciting and challenging. We wish you success in your new venture!*

*To operate any business within the City of Upland you must first obtain a business license and meet all zoning requirements. For your convenience we have included a business license application, zoning clearance form, and a list of some of the additional requirements that you may need to consider when applying for your business license.*

*The City of Upland has contracted with The HdL Companies to provide assistance to the business community for all of their business licensing needs. The Business Support Center offers extended telephone support hours via their toll free telephone number as well as email contact options.*

*You may contact the Business Support Center for your entire business license needs anytime Monday through Friday from 8am to 5pm at:*

- Toll-Free by Phone: 888-602-0239
- E-mail: [businesstax@hdlcompanies.com](mailto:businesstax@hdlcompanies.com)
- Apply online: <https://upland.hdlcompanies.com/>
- Apply by mail: 1142 S. Diamond Bar Blvd #502  
Diamond Bar, CA 91765

# A GUIDE FOR STARTING A NEW BUSINESS IN UPLAND

The City of Upland is excited that you have chosen to operate a business in our community and we value the many businesses that have made Upland their home. This guide is intended to assist you through our business approval process. The process includes three steps:



Outside contractors who perform work in Upland at the request of individual property owners and who do *not* have a physical location in Upland do not need zoning approval and may skip Step 2 (Zoning Clearance).

The process mentioned above is outlined in more detail below including a description of the specific steps and the agency to contact. Some businesses also have special circumstances. Please read the details below for more information:

Step	What to Do	Who to Contact
<b>Step 1</b>	<b>Obtain Business License Tax Certificate</b>	
<b>1.1</b>	<b>Name The Business</b> <p>This is a very important part of beginning your business since it is the item that will identify you, your service and/or your product to the consumer. Once you have decided your business name, ascertain if the name is available for use. Make inquiries to confirm availability with the Secretary of State for corporate names and San Bernardino County Recorder's office for fictitious name filings.</p>	<b>City of Upland</b> Business Support Center 888-602-0239  ➔ You can also apply online at: <a href="https://upland.hdlcompanies.com/">https://upland.hdlcompanies.com/</a>
<b>1.2</b>	<b>File And Publish A Fictitious Name Statement</b> <p>If the business is not a legal entity registered with the State of California, or it does not contain the owners surname, such as Jones Roofing, a Fictitious Name Statement must be filed with the County Recorder's office in the county in which the business is based (San Bernardino). This is also a requirement for partnerships not recognized by the State.</p>	<b>San Bernardino County</b> Recorder's Office 855-732-2575

**1.3 Determine The Legal Status Of Your Business**

Most businesses are classified under one of the following categories of legal status:

**Legal or Financial Advisor**

- Sole-Proprietor – A business owned by a single person or husband and wife who receives profits.
- Partnership – Two or more persons who are co-owners of a business for profit.
- Corporation – An independent legal tax entity, which remains intact even if its officers and/or directors change; must provide *Articles of Incorporation or DBA (Doing Business As), if applicable.*
- Limited Liability Corporation (LLC) – A non-corporate business whose owner actively participates in the organization’s management and are protected against personal **liability**.
- Non-Profit – Must be recognized by the IRS as an exempt entity; *must provide supporting documentation – (Section 501C(3)).*
- Other

Check with your legal or financial advisor for the status best suited for your business. Questions concerning incorporation of a business should be directed to the Secretary of State, an attorney, financial advisor, or trade association.

**1.4 Apply For Tax ID Numbers**

If you plan to hire employees for your business, you must obtain tax identification numbers for reporting purposes. These numbers are used to identify your business on payroll and business income tax returns. To apply for a Federal number, contact the IRS, for a state number contact EDD.

**State of California**  
Employment Development (EDD)  
800-300-5616

**US Department of Treasury**  
Internal Revenue Service  
800-829-1040

**1.5 Workers Comp Insurance**

Workers Compensation Insurance is required by the State of California for any business with employees. Contact the State Industrial Relations Department for information and requirements. Some insurance agencies may also be able to assist.

**State of California**  
Industrial Relations Department  
800-963-9424

**1.6 Obtain Required Permits**

Depending upon the type of business, certain permits may be required. Below is a list of possible permits that may apply to your business.

Sellers Permit: All retail and wholesale businesses must obtain a Sellers Permit or Resale Permit from the State Board of Equalization. This may be applied for at any local office. Every business that sells goods must collect and then remit sales tax to the State of California. This process is set in motion with the application for the sellers permit.

**State of California**  
State Board of Equalization  
951-680-6400  
800-400-7115

Health Permit: Eating establishments - food sales and handling. Any business dealing with consumable products must obtain a permit from the County Environmental Health Services Department.

**San Bernardino County**  
Environmental Health Services  
800-782-4264

Hazardous Materials: Any business which handles hazardous materials (i.e. automotive repair) is also required to obtain a permit from the County Environmental Health Services Department. All businesses should contact the County to verify whether or not a permit is required.

**San Bernardino County**  
Environmental Health Services  
800-782-4264

Child/Day Care: Although daycare businesses operated from a private residence are exempt from City business licensing if there are six or fewer children, a State license is required regardless of the number of children. The County and Development Services Department should also be contacted for any additional requirements.

**State of California**  
Community Care Licensing  
951-782-4200  
800-300-5616

Alcohol Sales: Businesses selling alcohol products consumed on or off the premises must obtain a permit from the California Department of Alcoholic Beverage Control (ABC). The City's Development Services Department should also be contacted for any additional requirements.

**State of California**  
Department of Alcoholic  
Beverage Control (ABC)  
(951) 782-4400

Secondhand Dealers and Pawn Shops: Businesses are required by the Department of Justice (DOJ) to possess and display a Secondhand Dealer or Pawn Broker license. The Upland Police Department serves as a liaison between the DOJ and the business owner. Contact the Upland Police Department Detective Bureau and request an application for license and Live Scan Service. Also, the Upland Planning Division can tell you whether the proposed business location is zoned for secondhand dealers and pawn shops.

**City of Upland**  
Planning Division  
909-931-4130  
  
Upland Police Department  
\*909-946-7624  
  
*\*Non-Emergency Number*

Massage Industry: Businesses are required to obtain and display certification from the California Massage Therapy Council. Contact the California Massage Therapy Council for information on certification. Please note certifications for all employees must be obtained prior to issuance of a zoning clearance from the Upland Planning Division.

**City of Upland**  
Planning Division  
909-931-4130  
  
**State of California**  
Massage Therapy Council  
916-669-5336

## 1.7 Complete and Submit the Business License Application

Submit your **Business License Application** to the Business Support Center. Be sure to include a copy of your signed zoning clearance application. After filing with all required agencies, a business is ready to obtain a business license. Submit the zoning clearance, all State and County licenses and permits, your fictitious name filing, corporate or partnership documentation and your Tax ID numbers to the Business Support Center. You may also file online at: <https://upland.hdlcompanies.com/>

**City of Upland**  
Business Support Center  
1142 S. Diamond Bar Blvd #502  
Diamond Bar, CA 91765  
888-602-0239

No payment will be required until your application has been reviewed and accepted. You will receive an email verifying the receipt of application. After the business tax fees are paid a business license number issued. A hard copy certificate will be mailed in approximately 6-8 weeks. Upon receipt, the Upland Municipal Code requires it be posted in a conspicuous place within the business.

➔ *Please continue to the zoning clearance section (STEP 2) if your business will be located or based inside the City of Upland.*

Step	What to Do	Who to Contact
<b>Step 2</b>	<b>Obtain Zoning Approval For Your Location</b>	
	<p><b>2.1 Local Zoning And Building Codes</b></p> <p>Visit the Planning Division section of the City’s website and review the zoning forms in this package to find out more about the zoning, land use, and building code requirements for your proposed business location. Be sure to do this before you sign leases or sales agreements, and before making any interior or exterior alterations.</p> <p>The Business Support Center staff will assist you determine what zoning clearance, home occupation permit, or other type of prerequisite your business will required based on the activity and location of your proposed business. If your business only requires a zoning clearance or home occupation permit, you may go to Step 2.2</p>	<p><b>City of Upland</b>            Planning Division            909-931-4130</p>
	<p><b>2.2 Complete and Submit the Zoning Clearance Forms</b></p> <p>All new business must complete and submit a <b>Zoning Clearance Application</b>. Please submit all zoning related documentation to the Business Support Center with your Business License Application. If you plan to conduct your business from a residence (home based business) located in the City of Upland you will also need to complete a <b>Home Occupation Application</b>.</p> <p><i>** Please note that once a zoning clearance is approved, it is only active for 30 day period. It is very important that you complete all the required prerequisites for your business type in order to obtain a business license certificate. **</i></p>	<p><b>City of Upland</b>            Business Support Center            888-602-0239</p>
	<p><u><b>Building Permit:</b></u> Businesses wishing to make interior or exterior alterations to a tenant space must obtain any necessary permits from the Development Services Department.</p>	<p><b>City of Upland</b>            Planning Division            Development Services            909-931-4130</p>
<b>Step 3</b>	<p><b>Construction</b></p> <p>After obtaining building permits, perform any construction or building modifications required by the City as necessary for the successful operation of your business. Once you have passed a final inspection or received a certificate of use and occupancy, you may open for business.</p>	<p><b>City of Upland</b>            Building &amp; Safety Division            909-931-4110</p>
<b>Step 4</b>	<p><b>GRAND OPENING!</b></p> <p>Congratulations! We hope your business thrives in the City of Upland.</p>	

## ADDITIONAL INFORMATION

Additional sources for information pertaining to starting or relocating a business include: Chamber of Commerce, the Small Business Administration, counselors, attorneys, your local library, financial advisors, tax consultants, and the City of Upland website and Municipal Code.

## DISCLAIMER

This handout is intended as a guideline and tool for business owners. The City of Upland does not guarantee these are the only steps your particular business may need prior to opening. Any technical questions should be directed to the responsible agency or your professional consultant. Upland cannot take responsibility for operation of your business.

# HELPFUL NUMBERS

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There are a number of entities involved in the process of obtaining all necessary licenses and permits when opening a business at the local, State, and federal level. The following is a list of helpful numbers of these various agencies:

## UPLAND CITY OFFICES

[www.ci.upland.ca.us](http://www.ci.upland.ca.us)

### CITY HALL

460 N. Euclid Avenue  
Upland, CA 91785  
(909) 931-4100

### BUILDING DIVISION

460 N. Euclid Avenue  
Upland, CA 91785  
(909) 931-4110

### BUSINESS LICENSES

Business Support Center  
1142 S. Diamond Bar Blvd #502  
Diamond Bar, CA 91765  
(888) 602-0239

### CODE ENFORCEMENT

460 N. Euclid Avenue  
Upland, CA 91785  
(909) 931-4260

### PLANNING DIVISION

460 N. Euclid Avenue  
Upland, CA 91785  
(909) 931-4130

### FIRE DEPARTMENT

475 N. 2nd Avenue  
Upland, CA 91785  
Non-Emergency (909) 931-4180

### PUBLIC WORKS

1370 N. Benson Avenue  
Upland, CA 91785  
(909) 931-4230

### POLICE DEPARTMENT

1499 W. 13th Street  
Upland, CA 91785  
Non-Emergency (909) 946-7624

## COUNTY OFFICES

<http://www.sbcounty.gov/>

### AUDITOR/CONTROLLER/RECORDER

Fictitious Business Name  
222 W. Hospitality Lane, First Floor  
San Bernardino, CA 92415-0022  
(855) REC-CLRK or (909) 387-8306

### DEPARTMENT OF PUBLIC HEALTH

County Government Center  
385 N. Arrowhead Avenue  
San Bernardino, CA 92415  
(800) 782-4264

## MISCELLANEOUS

### CHAMBER OF COMMERCE

215 N. 2nd Ave., #D  
Upland, CA 91785  
[www.uplandchamber.org](http://www.uplandchamber.org)  
(909) 204-4465

### CALIFORNIA MASSAGE THERAPY COUNCIL

One Capitol Mall, Suite 320  
Sacramento, CA 95814  
[www.camtc.org](http://www.camtc.org)  
(916) 669-5336

### BETTER BUSINESS BUREAU

[www.bbb.org](http://www.bbb.org)  
(909) 825-7280

### INLAND EMPIRE SMALL BUSINESS DEVELOPMENT CENTER

3780 Market Street  
Riverside CA 92501  
[www.iesmallbusiness.com](http://www.iesmallbusiness.com)  
(951) 781-2345

## STATE AND FEDERAL OFFICES

[www.ca.gov](http://www.ca.gov)

### ALCOHOLIC BEVERAGE CONTROL (ABC)

[www.abc.ca.gov](http://www.abc.ca.gov)

(951) 782-4400

### ATTORNEY GENERAL

[www.caag.state.ca.us](http://www.caag.state.ca.us)

(800) 952-5225

### BOARD OF EQUALIZATION

[www.boe.ca.gov](http://www.boe.ca.gov)

Riverside Office

(951) 680-6400 or (800) 400-7115

### CONSUMER AFFAIRS

[www.dca.ca.gov](http://www.dca.ca.gov)

(800) 952-5210

### CONTRACTOR'S STATE LICENSING BOARD

[www.cslb.ca.gov](http://www.cslb.ca.gov)

Sacramento

(800) 321-2752

### DEPARTMENT OF JUSTICE (DOJ)

[www.oag.ca.gov](http://www.oag.ca.gov)

Sacramento

(800) 952-5225

### DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING

[www.cclد.ca.gov](http://www.cclد.ca.gov)

Riverside/San Bernardino Office

(951) 782-4200

### EMPLOYMENT DEVELOPMENT

[www.edd.ca.gov](http://www.edd.ca.gov)

(800) 300-5616

### FRANCHISE TAX BOARD

[www.ftb.ca.gov](http://www.ftb.ca.gov)

(800) 338-0505

### INTERNAL REVENUE SERVICE (IRS)

[www.irs.gov](http://www.irs.gov)

(800) 829-1040

### SECRETARY OF STATE

[www.sos.ca.gov](http://www.sos.ca.gov)

Sacramento

(916) 653-3795

### SMALL BUSINESS ADMINISTRATION

[www.sbaonline.sba.gov](http://www.sbaonline.sba.gov)

(800) U-ASK-SBA

# ADDITIONAL INFORMATION

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## BUSINESS LICENSE REQUIREMENTS

Businesses operating within Upland City limits are required to have a business license. This includes home-based businesses, contractors, and outside services doing business in Upland. Chapter 5.04 of the Upland Municipal Code states in part, "It is unlawful for any person to transact and carry on any business, trade, profession, calling, or occupation in the city (Upland) without first having procured a license . . ."

## FILING YOUR BUSINESS LICENSE APPLICATION

The Business License Application is a general form used for all types of businesses; complete only applicable information pertinent to your business.

Contractors: Must include their State Contractors License Number.

Residential Property Rental: If there are less than 3 total rental units NO business license is required in the City of Upland.

Fictitious Name Statement: If surname is not included in the business name, a Fictitious Name Statement and proof of publication must be provided.

## BUSINESS DESCRIPTION

Provide a detailed description of the type of business you intend to operate. It may be necessary to attach a written operations summary to include a detailed analysis of what your business operations entail.

## RENEWAL

***The City will mail one courtesy renewal notice annually.*** It is your responsibility to renew your business license during the month following the expiration of your license. Penalties will be assessed if the City does not receive your renewal payment during this timeframe. Business licenses will expire either on June 30th or on December 31st of each year.

## CLOSURE

You must notify the Business Support Center in writing when you close your business.

## CHANGES

Notify the Business Support Center in writing if you have a change of address or a change of business name; fee is \$2.00. Licenses are non-transferable. If you sell your business, it is your responsibility to notify the City and close your license. The new business owner or entity must apply for a new license.

## SB-1186 FEE

State Law SB-1186 requires the City to charge a fee of \$1 on any application for a business license or similar instrument, permit, or renewal thereof. The purpose of this fee is to increase disability access and compliance with construction-related accessibility requirements, and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified. SB-1186 was signed into law by Governor Jerry Brown on September 19, 2012 and became effective on January 1, 2013.

*\*\*\* The above information provides general information on applying for a Business License in the City of Upland. Should you require additional information, please contact Customer Service at 888-602-0239 \*\*\**



# ZONING CLEARANCE APPLICATION

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**What is a Zoning Clearance?:** The purpose of a Zoning Clearance is to confirm that the proposed business is a type of use that is allowed by the Upland General Plan and the Upland Municipal Code, or applicable zoning document, at the proposed address. This is not an approval or permit to occupy a building, or an indication that the property meets applicable code requirements. Prior to entering into lease agreements, occupying or making any improvements at the site, you should discuss your business with the Building Division to determine whether the building or tenant space where the business will be located can accommodate the proposed business.

Business Name: \_\_\_\_\_ Building/Unit Size (Sq-Ft): \_\_\_\_\_

Business Address (include unit or suite #): \_\_\_\_\_

Business/Project Description: \_\_\_\_\_  
\_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Exterior Improvements (Describe): \_\_\_\_\_

Interior Improvements (Describe): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Please answer each of the questions listed below. Fully describe/explain all yes answers on a separate sheet if space is not available.

**Yes No**

1. Are you assuming control of an existing business? If yes, what is the name of the current/previous business?  
\_\_\_\_\_
2. Will the business operation include any work, use, or storage conducted outside of a wholly enclosed building?  
If yes, what? \_\_\_\_\_
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? \_\_\_\_\_
4. Will the business have an outdoor patio?
5. Will the business operation include the preparation of food or beverages?
6. If yes to #6, will the business be a restaurant. If yes, what is the size (square feet) and number of seats?  
\_\_\_\_\_
7. Will the business operation include selling or serving alcoholic beverages? If yes, what type of ABC license?  
\_\_\_\_\_
8. Will the business operation include entertainment, including, but not limited to, live performances (bands, soloists, DJ's, etc.), dancing, or other?
9. Will the business be sharing space with another business?
10. 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.?

Yes No

11. 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? \_\_\_\_\_
12. If yes to #13, will there be consumption of tobacco products on site?
13. Will your business distribute medical marijuana as part of its services?
14. Is the business a State licensed facility? If yes, what type  
\_\_\_\_\_
15. Will the business have any type of massage? If yes, please attach a copy of the state license for each employee.
16. Have you done or will you be doing any building construction or alterations, or equipment installations related to the operation of the business? If yes are they interior, exterior, or both? \_\_\_\_\_. If exterior improvements are proposed, what is the extent of the improvements? \_\_\_\_\_
17. Will there be any placement of new machinery, equipment, or storage units outdoors or on the roof?
18. 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?
19. Will the business store rolled paper, bundled cardboard, baled paper and/or cardboard, baled hay or straw, or similar products?
20. Will the business include indoor or outdoor lumber storage or wood working operations?
21. Will the business be discharging any waste other than domestic waste to the sewer system?
22. Is the on-site sewer system equipped with a clarifier or grease trap? If so, what size? \_\_\_\_\_.
23. Will the business operation include the washing of any equipment or vehicles?
24. Will the business operation include discharging any waste, waste water, or rinse water to the ground, street, or storm drain?
25. Will the business operation include the repair or maintenance of motor vehicles?
26. If yes to #27, will the business operation include any of the following: engine, brake, transmission, and drive train overhaul; body and fender repair; vehicle painting?
27. Will the business operation store any vehicles or equipment indoors? If yes what kind and how many?  
\_\_\_\_\_
28. Do the business operations include the sale of motor vehicles?
29. Will the business operation include dispensing of gasoline, diesel, compressed natural gas, liquefied natural gas, liquefied petroleum gas (propane), or hydrogen gas?
30. Will the business operation include the use, processing, handling, storage, or discharge of chemicals, including hazardous chemicals and solvents?
31. If yes to #32, 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 a compressed gas, whether indoors or outdoors?
32. Will the business operation include the storage of more than 5 gallons of a flammable liquid of any type?
33. Will the business operation include the generation of hazardous wastes in quantities totaling more than 55 gallons of liquid, 500 pounds of solids, or 200 cubic feet of a compressed gas?
34. Will the business generate any hazardous waste or e-waste at this site?
35. Will the business include dry cleaning at the site?
36. Will the business operation include sanding, cutting, or shaping of wood, metal, plastic, paper, or other products producing combustible dust or fibers?
37. Does the building have a dust collection system?
38. If no to #39, will one be installed?
39. Will the business operation include spraying or dipping of flammable finishes (paint, varnish, etc)?

- 40. Will the business operation include powder coating?
- 41. Will the business operation include the manufacturing of reinforced plastics using resins?
- 42. Will the business operation utilize any type of industrial oven or heating/melting equipment?
- 43. 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?
- 44. Will the business store, use, handle, or manufacture any type of explosive?
- 45. Is the building equipped with a fire sprinkler system?
- 46. Is the building equipped with a fire alarm system?
- 47. If no to #48, will the business be installing, a security alarm system?
- 48. Are fire extinguishers installed in the building?

**DECLARATION AND ACKNOWLEDGMENT**

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: \_\_\_\_\_

**STAFF USE ONLY**

Land Use: \_\_\_\_\_ Previous Use: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Engineering Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_



## **CITY OF UPLAND HOME OCCUPATIONS RULES AND REGULATIONS**

**17.124.010 DESCRIPTION AND PURPOSE.** Regulations pertaining to home occupations are provided so that certain incidental and accessory uses may be established in residential zones under conditions that will ensure their compatibility with the residential environment. They are intended to protect the rights of the residents to engage in certain home occupations that are harmonious with a residential environment. (Prior Code § 9491.010)

**17.124.020 HOME OCCUPATIONS PERMITTED.** Home occupations are permitted when conducted as an accessory use to a residential use and follow the established guidelines. (Prior Code § 9491.020)

**17.124.030 PERFORMANCE AND DEVELOPMENT STANDARDS.** The establishment and conduct of home occupations shall comply with the following requirements:

- A. All work done on the premises in conjunction with the permitted home occupation may be done only by resident members of the household. No other employees shall be permitted in a job-related capacity at the residence where the home occupation is being conducted.
- B. No customer-related pedestrian or vehicular traffic associated with the home occupation shall be permitted.
- C. No physical sales or exchange of products or services on the premises shall be permitted.
- D. No use of materials or mechanical equipment not recognized as being part of normal household use shall be permitted.
- E. The appearance of the dwelling shall not be so altered or the conduct of the occupation within the dwelling be such that the dwelling may be reasonably recognized as serving a nonresidential use. Such limitations may include, but are not limited to, color, material or construction, lighting, sounds or vibrations.
- F. No garage, whether attached to the main building or not, and no building or space outside of the main building shall be used for home occupational purposes; nor shall more than one room in the dwelling be employed for the home occupation.
- G. No storage of materials or supplies, indoors or outdoors, for purposes other than those permitted in the zone, shall be permitted.
- H. No sales of products or services not produced on the premises shall be permitted.
- I. No signs shall be permitted except those specified in Upland Municipal Code Section 17.20.150, Residential Signs—General.
- J. The home occupation shall not involve the use of commercial vehicles for transport of materials to or from the premises, except private delivery services typically used for residential deliveries.
- K. No home occupation shall cause an extraordinary increase in the use of any one or more public utilities, including, but not limited to, water or sewer, such that the combined total use for the dwelling and home occupation purposes exceeds the average for residences in the neighborhood.
- L. No equipment or process shall be used which creates visual or audible electrical interference on any radio or television receiver off the premises or causes fluctuations in the line voltage off the premises. (Prior Code § 9491.030)

**17.124.040 PROHIBITED HOME OCCUPATIONS.** Certain uses by their nature or operation are not compatible with home occupations and are therefore prohibited. In addition to other uses, which may be deemed incompatible, the following uses are expressly prohibited: (Prior Code § 9491.040)

- A. Automotive repair (body or mechanical), upholstery and painting;
- B. Barber and beauty services;
- C. Medical offices, clinics and laboratories;
- D. Major household appliance repairing;
- E. Real estate offices;
- F. High-intensity arc and oxyacetylene welding;
- G. Fortunetelling

**17.124.050 AMENDMENTS, CONDITIONAL USE PERMITS AND VARIANCES.** The provisions of this chapter may be amended, exceptions made therefrom, or conditional uses permitted in accordance with the facts, conditions, procedures, and required findings specified in Chapter 17.16, Development Application and Review Procedures. (Prior Code § 9491.140)

**17.124.060 PENALTIES FOR VIOLATION.** Any person, firm or corporation whether as principal, agent, employee, or otherwise, violating any of the provisions of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punished in compliance with provisions of Section 17.12.170, Penalties for Violation of Regulations—General. (Prior Code § 9491.150)

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

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

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

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

**Business Address:** \_\_\_\_\_, Upland, CA \_\_\_\_\_  
(Zip code)