



CITY OF ARTESIA
Business Tax Division

Business Support Center

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E-mail: Support@ArtesiaBusinessTax.com

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 Form (signed)
2. Floor Plan Example
3. Statement of Use Form
4. Business License Application
5. Statement of Understanding Form
6. Zone Clearance Form
7. Copy of DBA or Fictitious Name Statement
8. Sales Tax / Resale Permit (if applicable)
9. Copy of Articles of Incorporation (Corporations Only)
10. Driver's License Number

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 any questions, or need additional assistance, please contact Business Support Center at Support@ArtesiaBusinessTax.com or by phone at (888) 602-0239.

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 compiled 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 all required parking, setbacks, 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, and 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 fixture.

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- (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 used 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.

Print Name

Signature

Date

Address