



Home Occupation Permit Checklist

SECTION 1: Application Procedure and Filing Requirements

A. Submittal Requirements:

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account. If you don't have an account for Build Fontana, please create one by going to <https://aca-prod.accela.com/FONTANA/Default.aspx>:

- 1. **Application Form:** Uniform Application Form
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. **Plan Submittal for Home Occupation Permit:**
 - Plans should consist of the following**
 - Site Plan
 - Elevations
 - Detailed business description and floor plan
 - Home Occupation Checklist
 - Cottage Food Checklist (required for all cottage food operations)

B. Supporting Information:

All Home Occupation Permits are subject to the Fontana Zoning and Development Code Division No. 20. (See attached)