

## Guide to Starting a Home Based Business (HOP)

If you are looking to use your home as a business address, a Planning Permit and a Business Tax Certificate from Licensing Services are required before operating your business.

A Home Occupation Permit (HOP) is applied to business that generally fall into these categories:

- Internet based business
- Home office
- Mobile services

### **Obtaining a Home Occupation Permit**

Apply in person to Licensing Services to obtain a Business Tax Certificate. You will also need a completed and approved HOP Permit available from the Planning Division – both can be obtained at the same time during one visit.

A planner will inquire about the type of business you intend to operate and disclose any limitations or restrictions.

### **Limitations**

There are certain operating standards that apply to each application of a Home Occupation Permit. For more information see Oxnard Code Section 16-402 or talk to a planner.

### **Home businesses may not:**

- Have direct sales of goods or displays of goods on premises.
- Exceed 25% of gross floor area of a dwelling or an accessory building.
- Interfere garage parking spaces.
- Include more than a single 2-axle vehicle weighing more than 10,000lbs.
- Have employees other than residents in the dwelling.
- Have clients or customers arriving at the premises except for 1 on 1 tutorial instruction.
- Conduct business on premises after 9PM and before 7AM.
- Include any on-site advertising.

### **Revocation**

A revocation may occur when a Home Occupation Permit is no longer in compliance with:

- Health & safety, nuisance, and operational standards.
- If the permit was obtained in a fraudulent manner.
- If the use for which the permit was granted has ceased or was suspended for at least 6 months.
- The condition of the residential area where the premises is located, has changed so that the use is no longer justified under the meaning and intent of Division 6 of the Oxnard City code.

*See back page for HOP sample*

# Home Occupation Permits (HOP)



**MUST APPLY IN PERSON**



## HOME OCCUPATION PERMIT APPLICATION

TO AVOID ANY DELAYS IN PROCESSING YOUR APPLICATION, PLEASE PRINT OR TYPE LEGIBLY, AND COMPLETELY FILL OUT THIS FORM.

Applicant's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

Description of Proposed Business Activity (be specific): \_\_\_\_\_

Business Hours: \_\_\_\_\_ Business Days: \_\_\_\_\_

Vehicle Used (Note: Limited to one not exceeding 10,000 GVW and/or larger than two axles):

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Property Owner     Renting/Leasing     Other \_\_\_\_\_

Note: It is the responsibility of the applicant to provide the property owner(s) and/or legal authorized owner(s)/representative(s) with a copy of Section Nos. 16-400 through 16-404 or 17-55 of the Oxnard City Code.

### PROPERTY OWNER

I am the owner and/or legal authorized owner/representative of the property referenced above. I have received a copy of the Home Occupation Ordinance and am aware that the tenant of our property is seeking a home occupation permit from the City of Oxnard.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Owner     Management Company     Other \_\_\_\_\_

### APPLICANT

I understand that the use of my residence for a home-based business is subject to and not limited to the rules, regulations and operating standards of the Home Occupation Ordinance of the City of Oxnard. I have received a copy of the City Code sections referenced above and understand that I may be subject to civil fines and possible revocation of my business tax certificate and home occupation permit if any of the rules and regulations are violated.

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY

OFFICE USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	HOP No. _____
Comments/Conditions: _____		
Planner's Signature _____	Date _____	Zoning _____

Distribution: White – File    Yellow – Applicant    Pink – Licensing

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