

## 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*