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.
- 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
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 Day(s): __________________________

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

☐ Approved ☐ Denied HOP No.: __________________________

Comments/Conditions: ____________________________________________________________

Planner’s Signature __________________________ Date: __________________________

Distribution: White – File Yellow – Applicant Pink – Licensing

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