

Guide to Starting a Commercial or Industrial Business Zone Clearance Application (ZNCL)

A Zone Clearance Application must be applied in person along with a Business Tax Certificate as these applications are typically processed simultaneously.

How Zone Clearance Applications Are Used

Zone Clearance Applications are issued by the Oxnard Planning Division. A planner evaluates the proposed business site for planning and zoning conformity. A planner further evaluates the site to determine if there are any environmental, quality of life, aesthetic or other impacts.

A planner will then disclose any limitations or restrictions.

This application process also evaluates the proposed business site for building information to determine if there will be a building review by the Building & Engineering Division.

Depending on the type of business and the condition of the site, additional permits may be required.

Who needs a Zone Clearance Application?

If your business will be operating and addressed in the City of Oxnard and will be in a commercial or industrial location then you will need to apply for a Zone Clearance Application.

Notes

Please have the following information available at the time of application:

- Type of business you will be operating.
- Building address and unit/space number.
- The previous use of the building.
- Square footage of space.

For additional information:

Oxnard Planning Division
oxnard.org/planning
(805) 385-7858

For Building related questions, contact:
Building & Engineering
(805) 385-7925

For Business Licensing information:
Licensing Services
(805) 385-7817

Zone Clearance Applications (ZNCL)



MUST APPLY IN PERSON



ZONE CLEARANCE APPLICATION

PLEASE TYPE OR FILL OUT LEGIBLY IN INK BY PRESSING FIRMLY. WE CANNOT CONSIDER THIS APPLICATION, UNLESS ALL INFORMATION IS PROVIDED AND ALL QUESTIONS ARE ANSWERED. THIS FORM MUST BE ACCOMPANIED WITH A BUSINESS TAX CERTIFICATE APPLICATION.

APPLICANT INFORMATION	
Name _____	<input type="checkbox"/> Owner <input type="checkbox"/> Employee <input type="checkbox"/> Agent <input type="checkbox"/> Other _____
Mailing Address _____	Phone Number () _____
BUSINESS INFORMATION	
Business Address _____	Suite# _____ Business Name _____
Phone Number () _____	Describe business operation in detail _____
Total number of employees? _____	Is there more than one business operating out of one suite/office? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will your business require outside storage? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____	
BUILDING INFORMATION	
Business Type (Check One)	<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other _____
Type of Building (Check One)	<input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi Tenant <input type="checkbox"/> Other _____
What is the square footage of the building and/or your lease area? _____ s.f.	
Previous use of this building(s) _____ Date business closed _____	
Have any of the following items been, or plan to be done, prior to the anticipated opening date of your business:	
Have any City permits been applied for?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list _____	
Will any partitions be added, moved or removed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any exterior additions, demolitions, or alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any electrical systems be added, altered, deleted, or moved? (i.e. outlets, lights, switches, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any plumbing systems be added, altered, deleted or moved? (i.e. water, gas, sewer, fixtures, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any mechanical systems be added, altered, deleted or moved? (i.e. heating, air conditioning, fans, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Permits are required for all alterations to buildings, except movable cases, counters and partitions not over 5'9" high. Interior painting, papering and similar finish work do not require permits. Additional information in the form of a letter or plan review may be required to more clearly define the operation of your business.	
HAZARDOUS MATERIAL INFORMATION	
If your business will handle, store, or generate hazardous materials/wastes you will need a Unified Program Facility Permit from the City of Oxnard, Fire/Certified Unified Program Agency (CUPA). A hazardous material/waste is any material that, because of its quantity, concentration, physical, or chemical characteristics, poses a significant present or potential hazard to human health or the environment. If a vendor has supplied a Material Safety Data Sheet (MSDS) for material, it is probably a hazardous material. Consider a material to be hazardous if it is flammable, combustible, corrosive, toxic, but are not limited to fuels (including gasoline), motor oil (new or used), propane, acetylene, oxygen, carbon dioxide, dry cleaning chemicals, paints, lead-acid batteries, fertilizers or pesticides. Call the City of Oxnard/Fire at (805)388-7722.	
Does your business handle, store, or use any of the above classifications?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
ADDITIONAL PERMITS	
Approval of this permit does not eliminate the need for other permits, licenses, or certificates required (i.e. Health Permit, Hazardous Material Permit, Occupancy Permit, Tenant Improvement Permit, Temporary Use Permit (special event), Special Use Permit, Sign Permit, etc).	
No outdoor business activity, storage or displays are permitted unless approved through a Special Use Permit or Temporary Use Permit. Banners, pennants, flags, and any other outdoor promotional displays are only permitted through a Temporary Use Permit. If you have any questions or wish to inquire on any of the permits mentioned above, please contact the Planning Division at (805) 385-7858.	
APPLICANT STATEMENT	
I hereby certify under penalty of perjury that I have read and understand all of the sections above and that the information provided on this form is true and correct to the best of my knowledge. I also state that I have read and familiarized myself with the portions of the Oxnard Zoning Regulations which apply to my business in this location. I agree to comply with these regulations and any other local, state, and federal regulations that may relate to this proposed business.	
Applicant's Signature _____	Date _____

OFFICE USE ONLY

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Planning Review _____	Date _____	Zone _____	Rel. Pmt. _____
Dev Svs. Review _____	Date _____	Inspection Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Dev Svs. Approval _____	Date _____	C/O Permit # _____	
Planning Approval _____	Date _____	Zone Clearance No. _____	
Conditions / Remarks _____			

DISTRIBUTION: WHITE: PLANNING PINK: APPLICANT YELLOW: LICENSING GOLDENROD: FIRE
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(805) 385-7858

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