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 APPLICATION

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

APPLICANT INFORMATION

Name ___________________________ Owner □ Employee □ Agent □ 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/address? □ Yes □ No
Will your business require outside storage? □ Yes □ No If yes, explain: __________________________

BUILDING INFORMATION

Business Type (Check One) □ Commercial □ Industrial □ Office □ Other □
Type of Building (Check One) □ Single Tenant □ Multi Tenant □ Other □
What is the square footage of the building and/or your lease area? __________ sq. ft.

Previous use of this building? □ Yes □ No 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? □ Yes □ No

□ If yes, list: __________________________

□ Will any partitions be added, moved or removed? □ Yes □ No

□ Will there be any exterior additions, demolitions, or alterations? □ Yes □ No

□ Will any electrical systems be added, altered, deleted or removed? (i.e. outlets, lights, switches, etc.) □ Yes □ No

□ Will any plumbing systems be added, altered, deleted or removed? (i.e. water, gas, sewer, fixtures, etc.) □ Yes □ No

□ Will any mechanical systems be added, altered, deleted or removed? (i.e. heating, air conditioning, fans, etc.) □ Yes □ No

Permits are required for all alterations (including, except impossible, painting, and interior walls over 5’ high). Interior painting, papering and similar finish works do not require permits. Additional information for the item checked may be required to more clearly define the operation of your business.

HAZARDOUS MATERIAL INFORMATION

□ If your business will handle, store, or generate hazardous waste, you will need a Unified Program Facility Permit from the City of Oxnard, Fire/Certified Unified Program Agency (CUPA). A hazardous material 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 you have a material that is hazardous as defined, consider a material to be hazardous if it is flammable, combustible, corrosive, toxic, but are not limited to fuels (including gasoline), material not used, propane, acetylene, oxygen, carbon dioxide, dry cleaning chemicals, paints, lye, batteries, fertilizers or pesticides. Call the City of Oxnard/Police at (805) 385-7722.

□ Does your business handle, store, or generate any of the above classifications? □ Yes □ No

ADDITIONAL PERMITS

□ If 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.)

□ If your outdoor business activity, signs or displays are permitted unless approved through a Special Use Permit or Temporary Use Permit. Banners, permits, flags, and all 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) 385-7850.

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

Planning Review Date: ____________ Zone: ____________ Rel. Plan: ____________
Dev. Svc. Review Date: ____________ Inspection Required □ Yes □ No
Dev. Svc. 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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