

## **HOME OCCUPATIONS – ZONING PERMIT PROCESS AND REQUIREMENTS**

### **(Section 17.228.200 of the Sacramento City Code)**

If you plan to conduct a business out of a residence in the City of Sacramento, you must obtain a Home Occupation Permit. The application fee for the permit is \$156.00. A home occupation is an accessory use, not the primary use of the residence. The intent of regulating home occupations is to reduce and control the impact of a home occupation so that its effects on a neighborhood are undetectable from normal and usual residential activity.

NOTE: If you do not live within the city limits of the City of Sacramento, you do not need a Home Occupation Permit from the City of Sacramento. If you obtain a permit and later find out that you do not live in the city, the \$156.00 fee will not be refunded.

### **Application Process**

Applications for a Home Occupation Permit are required to be submitted at the same time as your application for a City Business Operations Tax (BOT) at the City Revenue Division location in Room 1214 at City Hall, 915 I Street, Sacramento, CA 95814. The application fee for a Home Occupation Permit is \$154.00. The application fee is non-refundable. As part of the application, you will sign a statement that indicates that you have read and understand the Home Occupation Permit regulations. If you have any questions regarding allowable home occupations, you are strongly encouraged to email the Planning Division at [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org) or call 311 (within City limits) or 916-264-5011 (outside City limits). Alternatively, appointments for an in-person meeting to discuss your business can be made at our [Appointment Scheduling webpage](#). Appointments can be made for **Tuesdays, Wednesdays, and Thursdays between 9:00 a.m. to 3:30 p.m.**

Once the Home Occupation and Business Operations Tax application is submitted, the home occupation permit application will be reviewed by Planning Division staff. If approved, the Revenue Division will inform you and provide you with a Business Operations Tax Certificate. The Home Occupation Permit is good for as long as you keep your BOT current and operate the business at the location stated on the permit.

If the staff has questions regarding your application, they will contact you at the e-mail address or telephone number that you provided. If you do not meet the criteria for a Home Occupation Permit your application will be denied. If your permit is denied, and you have paid for a BOT, the Revenue Division will void your BOT and refund your BOT fees. As indicated above, the \$156.00 Home Occupation Permit fee will not be refunded.

## **Allowable Home Occupations**

Pursuant to [City Code Section 17.228.210](#), the following occupations are eligible for a home occupation. An Administrative Permit will be approved if the use is allowed and conforms to the uniform standards at [City Code Section 17.228.230](#) (included below).

1. General office uses, such as accountant, administrative assistant, answering service, appraiser, architect, attorney, bookkeeper, broker or agent (real estate, insurance, etc.), counselor, consultant, drafting service, engineer, interior decorator, secretarial service, word processing service, and other office uses whose characteristics are substantially similar to those listed as determined by the Zoning Administrator.
2. Commission merchant, direct sale product distribution, internet, or mail order business.
3. Dressmaker, tailor, fashion designer.
4. Mobile vehicle glass installation and mobile vehicle detailing.
  - Vehicle detailing is limited to cleaning the exterior and/or interior passenger area and truck area of a vehicle. It includes washing, waxing, and polishing the vehicle and cleaning the interior carpet and upholstery. Cleaning under the hood of a vehicle (including engine cleaning and engine steam cleaning), painting, tinting or dyeing the vehicle or parts of the vehicle is prohibited.
  - No installation of glass or vehicle detailing work is allowed at the permitted residence.
  - If the installation or detailing work is to be performed on a vehicle at a location in a residential zone, the vehicle must be registered to a current occupant of the premises where work is performed.
  - The elapsed time for the installation or detailing work may not exceed forty-eight (48) hours.
  - Installation or detailing work may not be performed on more than two vehicles at one time on the same premises.
  - No installation or detailing work shall be performed within a public street.
5. Pet services, such as pet sitting, pet grooming, pet training, and veterinarian care. Pet services shall not be conducted at the permitted residence.
6. Office for contractor, handyperson, janitorial service, landscape contractor, gardening service.
  - The permitted residence may contain only an office related to the occupation. No employees may report to the permitted residence for work assignments. One employee who is a nonresident of the permitted residence may work at the permitted residence as provided in "Restrictions" section above.

7. Artist.
8. Tutoring. If the tutoring is done at the location of the home occupation, all tutoring must be conducted inside the residence.
9. Small equipment, appliance, and computer assembly, repair, or reconstruction.
  - There shall be no pickup or delivery of items to the permitted residence by the public. All storage, assembly, repair, and reconstruction work shall be performed within an enclosed building. The equipment, appliances, and computers assembled, repaired, or reconstructed at the permitted residence shall not exceed six feet in height, six feet in length, six feet in width, one hundred (100) pounds in weight, and five horsepower. No more than twelve (12) pieces of equipment, in any condition, shall be on-site at the permitted residence at any one time.
10. Healing arts professional, including physician, surgeon, chiropractor, physical therapist, acupuncturist, and somatic practitioner. Office visits and treatment shall not occur at the permitted residence.
11. Hair stylist, barber, and manicurist.
12. Swimming instructor. Swimming instruction shall not be given at or in a swimming pool at the permitted residence.
13. Cottage food operation as defined in section 113758 of the California Health and Safety Code.

### **Requirements of all Home Occupations**

1. All of the requirements stated in City Code section [17.228.230](#) shall apply to each permitted residence without regard to the number of home occupation permits issued for the residence.
2. The use of the dwelling for the home occupation shall be clearly incidental and subordinate to its use for residential purposes. The home occupation may be conducted in the principal dwelling or accessory structures on the subject property provided that the area does not exceed ten percent (10%) of the habitable floor area of the residence, including storage of items used or produced by the home occupation.
3. If the home occupation occurs in a garage, parking for the residence must still be maintained as required by the Zoning Code.
4. No more than three occupants of the residence shall be engaged in the home occupation at the subject residence. The business may have a minimum of one non-resident employee that works at the residence. If there is one employee on-site that is not a resident of the home, no more than two (2) occupants of the residence shall be engaged in the home

occupation at the residence. The business may have more than one off-site employee or partner so long as they do not report for work at the subject residence.

5. Clients/customers are permitted to visit the residence, unless prohibited in the specific restrictions for certain home occupations; provided that on any single day there shall be no more than one (1) client/customer per hour and no more than eight (8) client/customers(s) visiting the residence in a day (A family unit, such as a parent and one or more children, is considered one client or customer for purposes of this restriction).
6. No more than two (2) home occupations permits shall be granted per dwelling unit. The limitations noted above regarding the number of employees and clients shall apply as if there was only one home occupation at the residence (i.e. the maximum number of people engaged in home occupations at the site are three (3) not six (6); the maximum number of non-resident employees permitted to work at the site are one (1) not two (2); the maximum number of clients per hour are one (1) not two (2); the maximum number of clients per day are eight (8) not sixteen (16)).
7. The permitted residence shall comply with all building code standards made applicable to the residence because of the operation of the home occupation.
8. Only one vehicle of a size no larger than 10,000 pounds in weight and 20 feet in length shall be permitted to be located at the residence in conjunction with the home occupation.<sup>1</sup>
9. No sign, nameplate, or any other form of advertising shall be displayed on the premises in which a home occupation is conducted.

The Zoning Administrator has the authority to issue a Conditional Use Permit to waive one or more requirements set forth above or a home occupation not listed in the "Allowable Home Occupations" section above, upon a determination that the required findings outlined in City Code Section 17.808.200.C can be made. Home occupations that are not listed in the "Allowable Home Occupations" section above or that do not comply with one or more of the applicable requirements of all home occupations above shall apply for a Conditional Use Permit, including an application fee of \$4,717.44.

### **Prohibited Home Occupations**

An administrative permit or conditional use permit shall not be issued for any of the following home occupations:

1. A home occupation for an auto service, repair shop. Vehicle glass installation and detailing only are permitted subject to the special conditions listed in subsection D of City Code section [17.228.210](#).

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<sup>1</sup> Pursuant to City Code Section 17.104.110, the Zoning Administrator interprets the maximum vehicle standard at Section 17.228.230.A.8 to mean up to 10,000 pounds in weight and a 20-foot length maximum.

2. A home occupation for any adult business or adult-related establishment that is subject to the permit requirements of chapter [5.04](#) of the City Code.
3. A home occupation that involves a nuisance-producing activity.
4. A home occupation for a towing service or vehicle storage yard.
5. A home occupation that creates noise, odor, dust, vibration, fumes, or smoke readily discernible at the exterior boundaries of the parcel on which the home occupation is situated.
6. A home occupation that will create any electrical disturbance adversely affecting the operation of any equipment located in any other dwelling unit or on property not owned by the person conducting the home occupation.

### **Building Code Requirements**

The holder of an Administrative Permit for a home occupation is permitted to have one non-resident employee at the home and/or up to eight customers/clients visiting the residence per day. However, if the permittee has a non-resident employee or customers at the home, building code requirements for the use must be met. If you are considering having a non-resident employee or customers at the home, you are strongly encouraged to speak with the Building Division prior to paying the Administrative Permit application fee to see if a building permit will be required for the intended home occupation. You can email the Building Division at [ezpermit@cityofsacramento.org](mailto:ezpermit@cityofsacramento.org) or schedule an appointment for an in-person meeting at our [Appointment Scheduling webpage](#).

### **Requirement for City Business Operations Tax Certificate (BOT)**

Besides obtaining an Administrative Permit, if you are conducting a business within the City of Sacramento, you are required to obtain a Business Operations Tax Certificate. Please contact the City Revenue Division at 916-808-8500 or at [businesspermits@cityofsacramento.org](mailto:businesspermits@cityofsacramento.org) for more information on this process. The Revenue Division is located at City Hall, 915 I Street, Room 1201, Sacramento, CA 95814.

### **Renewal of Home Occupation Permit**

An Administrative Permit is valid only for the occupation and residence for which it is issued. It is not necessary to renew an Administrative Permit for a home occupation unless one of the following occurs:

1. You change your residence within the city limits and wish to continue to operate a business out of your home.
2. You change the type of business.
3. You discontinue the business and then decide, after a period of one (1) year, to restart the business.

4. You do not have a current Business Operations Tax Certificate (BOT).

### **Revocation of a Home Occupation Permit**

The Zoning Administrator has the authority to revoke an Administrative Permit for a home occupation, based on any one or more of the following findings:

1. The property's use is detrimental to the public health, safety, or general welfare;
2. The property's use constitutes a public nuisance; or
3. The property's use violates any condition of approval of the Home Occupation Permit.

If the Zoning Administrator determines that there are grounds to revoke the permit, they may, in lieu of revocation, impose additional conditions or modify existing conditions of approval as determined to be necessary or appropriate for the use of the property to conform to the standards of approval.

### **Further Questions**

If you have any questions regarding Administrative Permits for home occupations, please email [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org). Alternatively, please visit the Planning Counter of the Community Development Department in-person at 300 Richards Blvd., Room 300 Sacramento, CA 95811. Prior appointments are necessary and may be scheduled at our [Appointment Scheduling webpage](#), or contact a planner by writing: [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org).