



## Home Occupation Permit Requirements (Title 17.224 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 \$300.00. A home occupation is a secondary use, not the primary use of the residence. The intent of regulating home occupations is to reduce the impact of the business on the surrounding neighborhood and to insure compliance with applicable City codes.

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 \$300.00 fee will not be refunded.

### **Application Process:**

Applications for a Home Occupation Permit can be submitted: 1) 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; or 2) at the Community Development Department, Planning Division, located at 300 Richards Blvd, Third Floor, Sacramento, CA 95811. The application fee for a Home Occupation Permit is \$300.00. 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 described in this handout. If you have any questions regarding whether or not you are eligible for a Home Occupation Permit, you are strongly advised to visit the Planning Division Office at 300 Richards Blvd., or contact Planning staff at 311 (City Operator ) or via e-mail at [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org) .

Once you have submitted your application for a home occupation it will be reviewed by Planning Division staff. If approved, you will receive a Home Occupation Permit in the mail. This permit is good as long as you keep your BOT current and operate the business at the location stated on the permit. If 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 \$300.00 Home Occupation Permit fee will not be refunded.**

### **Eligible Home Occupations**

The following occupations are eligible for a Home Occupation Permit subject to the restrictions discussed in the next section and any special conditions listed below the home occupation.

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, and word processing service.
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, subject to the following special conditions:
  - a. Vehicle detailing is defined as cleaning the exterior and/or interior passenger area and truck area of a vehicle. It may include washing, waxing, and polishing of a vehicle as well as interior carpet and upholstery cleaning. It does not permit: 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.
- b. No installation of glass or vehicle detailing at the home where the business is located.
  - c. In a residential zone the vehicle which is to be worked upon must be registered to a current occupant of the premises where the work is being performed.
  - d. The elapsed time for the installation/detailing may not exceed forty-eight (48) hours from beginning to end.
  - e. 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, subject to the following special condition:
    - a. No pet services shall be conducted at the permitted residence.
  6. Office for contractor, handyperson, janitorial service, landscape contractor, gardening service.
    - a. The permitted residence may contain only an office related to the occupation. No employees may report to the permitted residence for work assignments.
  7. Artist. (Artists that wish to establish an artist live/work residence must comply with the requirements of Chapter 17.24 of the City Code. You do not have to establish as artist live/work if you intend to comply with the Home Occupation Permit restrictions outlined below.)
  8. Tutoring, subject to the following special condition:
    - a. If tutoring is conducted at the permitted residence, all tutoring must be conducted inside the residence.
  9. Small equipment, appliance, and computer assembly, repair, or reconstruction, such to the following special conditions:
    - a. 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, 100 pounds in weight, and five horsepower. No more than 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, subject to the following special condition:
    - a. Office visits and treatment shall not occur at the permitted residence.
  11. Hair stylist, barber, and manicurist, subject to the following special condition:
    - a. Services to clients shall not be rendered at the permitted residence.
  12. Swimming instructor, subject to the following special condition:
    - a. Swimming instruction shall not be given at or in a swimming pool at the permitted residence.

### **Restrictions on all Home Occupations**

1. 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.
2. If the home occupation occurs in a garage, parking for the residence must still be maintained as required by the Zoning Code.

3. No more than three occupants of the residence shall be engaged in the home occupation at the subject residence. The business may have a maximum 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 work at the subject residence.
4. Clients/customers are permitted to visit the residence: a) unless prohibited in the specific restrictions for certain home occupations ; b) 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 child(ren) is considered one client for purposes of this section): and c) provided applicable building code requirements are met.
5. 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; 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)).
6. The business operation must comply with any applicable building code standards made applicable to the residence because of the operation of the home occupation.
7. Only one vehicle of a size no larger than one (1) ton shall be permitted to be located at the residence in conjunction with the home occupation.
8. 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 may waive the requirements set forth above upon a determination that the occupation involved is a very unusual situation or hardship and that the public health, safety and general welfare will not be adversely affected. A separate application for a waiver of the regulations, which includes a public hearing, is required.

### **Prohibited Home Occupations**

1. No nuisance producing activity shall be permitted as a home occupation.
2. No home occupation shall be permitted which creates noise, odor, dust, vibration, fumes or smoke readily discernible at the exterior boundaries of the parcel on which the occupation is located.
3. No home occupation shall be permitted which 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.
4. No home occupation permit shall be issued which involves food handling, processing or packing. This prohibition shall not apply to home occupations that involve the use of commercially prepackaged food where the foods are not removed from the packaging.
5. No home occupation permit shall be issued for an auto or vehicle repair shop. Vehicle glass installation and detailing only are permitted subject to the conditions listed above.
6. No home occupation shall be permitted to conduct any adult-related business or establishment which is subject to the permit requirements of Chapter 5.04 of the Sacramento City Code.

### **Home Occupation Permits Issued by the Zoning Administrator**

The Zoning Administrator has the authority to issue home occupation permits for additional occupations that do not fit into the categories listed above. This process is a discretionary process, meaning that the request is heard at a public hearing and the permit may be approved as proposed, approved with conditions, or denied.

**The Zoning Administrator cannot approve a prohibited home occupation.** Applications for discretionary home occupation permits may be obtained at the Planning Division Public Counter, 300 Richards Blvd., Suite 300, Sacramento CA 95811.

### **Building Code Requirements**

The holder of a Home Occupation Permit 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 holder of the permit 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 visit the Building Division Permit Counter at 300 Richards Blvd., Room 300, Sacramento, CA 95811 before paying the Home Occupation Permit application fee to see if a building permit will be required for the intended home occupation.

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

Besides obtaining a Home Occupation 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 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**

A home occupation permit is valid only for the occupation and residence for which it is issued. It is not necessary to renew a Home Occupation Permit 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 a Home Occupation Permit, or modify or amend the conditions of a Home Occupation Permit, upon determining that the use as operated or maintained creates one or more of the following conditions:

1. A nuisance or other undesirable condition interfering with the public health, safety, or general welfare.
2. A violation of the provisions of this ordinance or any other applicable law or ordinance, or a violation of the conditions imposed upon the Home Occupation Permit.

### **Further Questions**

If you have any questions regarding Home Occupation Permits, please visit the Planning Counter of the Community Development Department located at 300 Richards Blvd., Room 300 Sacramento, CA 95811. You may also call the Planning Help Desk at 311 or contact a planner by writing [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org).