



Home Occupation - Zoning Clearance Application Packet

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009 • (805)654-2488 • rma.venturacounty.gov/divisions/planning/

APPLICATION INSTRUCTIONS

1. Applicants are required to submit this application packet, and related attachments (i.e. Business License form) prior to the issuance of a Home Occupation Zoning Clearance. For certain home occupation types, supplemental information may also be required. The issuance of a Zoning Clearance may take several days.
2. Refunds are not provided after a Home Occupation Zoning Clearance has been issued.
3. If a zoning and/or building code violation is identified on the subject property during the processing of the Home Occupation Zoning Clearance, the application will be nullified and returned to the applicant.

If the property where the proposed home occupation will occur is in the coastal zone, please continue with **Section A** below of this application packet.

If the property where the proposed home occupation will occur is in the non-coastal zone, please continue with **Section B** of this application packet.

SECTION A - COASTAL ZONE HOME OCCUPATION

Home Occupation Definition (Article 2, Ventura County Coastal Zoning Ordinance (CZO)): *Any commercial activity that is clearly incidental and secondary to the residential use of a dwelling and does not change the character thereof.*

Coastal Zone Home Occupation Standards Checklist:

No commercial activity shall be construed as a valid accessory use to a dwelling unless the activity falls within the definition (see above) and standards of a “home occupation”. Home occupations are permitted in the coastal zone in accordance with the standards listed below. If the proposed home occupation meets the following standards, please initial inside the corresponding box below:

- No merchandise, produce, or other materials or equipment may be displayed for advertising purposes. Advertising in a telephone book, newspaper, etc., or on a vehicle, shall not divulge the dwelling’s location. ☐
- The use shall be carried on only by residents of the dwelling. ☐

- No signs naming or advertising the home occupation are permitted on or off the premises. ☐
- The use shall not generate additional pedestrian or vehicular traffic beyond that considered normal to the neighborhood. Deliveries to the dwelling shall not be excessive and shall not disrupt traffic patterns in the vicinity. ☐
- For each dwelling unit, there shall be no more than one commercial vehicle parked on the property related to the home occupation. A vehicle with external lettering or other script pertaining to the home occupation is considered to be a commercial vehicle. ☐
- The existence of a home occupation shall not be evident beyond the boundaries of the property on which it is conducted. There shall be no internal or external alterations not customarily found in residences. ☐
- The use of electrical or mechanical equipment that would create visible or audible interference in radio or television receivers is prohibited. ☐

SECTION B - NON-COASTAL ZONE HOME OCCUPATION

Home Occupation Definition (Article 2, Ventura County Non-Coastal Zoning Ordinance):

Any commercial activity conducted on or from a residential lot where such activity is clearly incidental and secondary to the use of the residential lot for dwelling purposes and the activity does not change the character of the residential use.

Non-Coastal Zone Home Occupation Standards Checklist:

No commercial activity or operation shall be construed as a valid accessory use to a residential use unless the activity or operation falls within the definition (above) and standards of a "home occupation". Otherwise, the operation may or may not be allowed with a discretionary permit to authorize commercial activities and operations. Home occupations are permitted in the non-coastal zone in accordance with the standards listed below. If the proposed home occupation meets the following standards, please initial inside the corresponding box below:

- Merchandise, produce, or other materials or equipment shall not be displayed for advertising purposes. ☐
- Pedestrian or vehicular traffic generated by the home occupation shall not exceed customary residential levels and shall not disrupt traffic patterns in the vicinity of the dwelling. ☐
- Signs advertising the home occupation are prohibited on the premises. The address or location of the dwelling shall not be disclosed in any form of advertisement or signage. ☐
- The use of electrical or mechanical equipment that would create visible or audible interference in radio or television receivers is prohibited. ☐

- A home occupation shall be conducted only by members of the household occupying the dwelling, with no other persons related to the business employed at the dwelling. ☐
- Home occupations shall not occupy space required for other purposes (e.g., in required off-street parking areas, and within required setbacks, etc.). ☐
- Only one commercial vehicle is allowed per dwelling unit on the property. Said commercial vehicle shall not have a rated gross vehicle weight (GVW) capacity in excess of 14,000 pounds. Any lettering on a vehicle that is associated with the home occupation shall not divulge the address of the dwelling where the home occupation is located. ☐
- The existence of a home occupation shall not be evident beyond the boundaries of the property on which it is conducted. There shall be no internal or external alterations to the dwelling which are not customarily found in such structures. ☐
- Home occupations involving the on-site use or storage of highly toxic materials, as defined in the Fire Code, are not permitted. The on-site use or storage of flammable or other hazardous materials shall comply with the requirements of the Ventura County Environmental Health Division and the Ventura County Fire Protection District, pursuant to the Fire Code, and the California Health and Safety Code. ☐
- Hours of operation for clients shall be limited to 9:00 a.m. to 5:00 p.m. Monday through Friday. Business may continue beyond these hours if clients are not present. ☐
- The maximum number of clients per day shall be six, with no overlapping in visits. ☐
- A waiver from some of the home occupation standards listed above are allowed provided that the business operator obtains a waiver, provided by the Planning Division, signed by all of the owners or, if leased, lessees of the three closest occupied dwellings in both directions on the same side of the street, and the seven closest occupied dwellings on the opposite side of the street. The waiver requirement may be modified by the Planning Director if unique circumstances warrant the action. For each requested waiver below, please initial inside the corresponding box or write "N/A" if not applicable:
 - ☐ The number of clients allowed per day may be increased to a maximum of ten.
 - ☐ More than one client may be allowed onsite at one time.
 - ☐ Clients may be allowed on the premises until 9:00 p.m.
 - ☐ Clients may be allowed on the premises on Saturdays.



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Applicant Provided Information

Property Owner's Information:

Name: _____

Phone: _____ Cell: _____ Email: _____

Mailing Address: _____ Zip _____

Applicant's Information (if different than property owner's information):

Name: _____

Phone: _____ Cell: _____ Email: _____

Mailing Address: _____ Zip _____

Site Address of Home Occupation (if different than property owner's information):

Cross Streets: _____ & _____

Assessor Parcel No(s). of Home Occupation: _____

Detailed Description of Home Occupation (e.g., type of business, hours and days of operation, number of on-site client visits, etc.): _____

Business Name of Home Occupation: _____

For Office Use

Applicant Name: _____

Date Received: _____

Violation: _____ Legal Lot Status: _____

Zoning: _____

General Plan Land Use Designation: _____

Area Plan Land Use Designation: _____