



DEVELOPMENT  
SERVICES DEPARTMENT

CITY OF SACRAMENTO  
CALIFORNIA

NEW CITY HALL  
915 'I' STREET, 3<sup>RD</sup> FL.  
SACRAMENTO, CA  
95814-2696  
(916) 808-5656

## HOME OCCUPATION PERMIT

If you plan to conduct a business out of a residence in the City of Sacramento, you must obtain a Home Occupation Permit. The fee for the permit is \$54.00

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 \$54.00 fee will not be refunded.

### ELIGIBLE OCCUPATIONS

Persons wishing to conduct a business from their residence are eligible for a Home Occupation Permit. Eligible occupants are listed below. Following the list of occupations are the restrictions placed on all home occupations and a list of specific restrictions for certain home occupations.

GENERAL OFFICE USES: (such as) accountant, appraiser, architect, attorney, bookkeeper, broker or agent (real estate, insurance, etc.), consultant, drafting service, engineer, interior decorator, stenographer, word processing service and telephone answering service.

MOBILE VEHICLE GLASS INSTALLATION, MOBILE VEHICLE DETAILING

COMMISSION MERCHANT, DIRECT SALES PRODUCT DISTRIBUTION, MAIL ORDER BUSINESS

OFFICE FOR: contractor, handyman, handywoman, janitorial service, landscape contractor, gardening service

DRESSMAKE, TAILOR

ARTIST/LIVE WORK

TUTORING OF INDIVIDUALS

SOMATIC PRACTITIONERS

SMALL APPLIANCE REPAIR

(over)

## **RESTRICTIONS ON ALL HOME OCCUPATIONS**

**The intent of these regulations is to reduce the impact of a home occupation to the degree that its effects on a neighborhood are undetectable from normal and usual residential activity.**

1. A home occupation shall be limited to an office or business of personal service nature only. No more than three (3) occupants of the residence shall be engaged in the home occupation at the subject residence.
2. The business may have a maximum of one non-resident employee that works at the subject 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 [a maximum of three (3) people at the residence may be engaged in the home occupation]. 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.
3. 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/customer(s) visiting the residence in a day.
4. No more than two (2) home occupation 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 is three (3), not six; the maximum number of non-resident employees permitted to work at the site is one (1), not two; the maximum number of clients per hour is one (1), not two; the maximum number of clients per day is eight (8), not sixteen.]
5. Only one truck of a size no larger than one (1) ton shall be permitted in conjunction with any home occupation.
6. No home occupation permit shall be issued which involves food handling, processing, or packaging.
7. No home occupation permit shall be issued for an auto repair shop. Vehicle glass installation and detailing are permitted only, subject to special conditions listed below.
8. No sign, nameplate, or any other form of advertising shall be displayed on the premises in which a home occupation is conducted.
9. No goods, samples, materials, or objects shall be sold, manufactured for stock in trade, or displayed on the premises in conjunction with any home occupation.
10. 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 (10) percent of the habitable floor area of the residence.
11. If the home occupation occurs in a garage, parking for the residence must still be maintained as required by the Zoning Ordinance.

12. No nuisance producing activity shall be permitted as a home occupation.
13. No home occupation shall be permitted which creates noise, odor, dust, vibration, and fumes or smoke readily discernible at the exterior boundaries of the parcel on which they are situated.
14. 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 said home occupation.
15. No home occupation shall be permitted for the practice of the business or art of astrology or related practices, which are subject to the licensing provisions of Chapter 5.16 of the Sacramento City Code.
16. No home occupation shall be permitted to conduct any business or adult-related establishment, which is subject to the permit requirements of Chapter 5.04 of the City Code.

Waiver of Requirements: The Zoning Administrator, located in the City Development Services Department, at 915 'I' St., 3<sup>rd</sup> Fl., Sacramento, CA. 95814, may waive the requirements set forth in 1 through 14 upon a determination that the application involved a very unusual situation of hardship and that the public health, safety, and general welfare will not be adversely affected thereby. A request to waive one or more requirements listed above shall be processed, noticed, and heard in the same manner as an application for a Zoning Administrator's Home Occupation Permit.

## **SPECIAL CONDITIONS FOR CERTAIN HOME OCCUPATIONS:**

### MOBILE VEHICLE GLASS INSTALLATION, MOBILE VEHICLE DETAILING

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.

Mobile vehicle glass installation and mobile vehicle detailing are permitted as home occupations subject to the following additional restrictions:

1. No storage of glass or other supplies at the home where the business is located.
2. No installation of glass or vehicle detailing at the home where the business is located.
3. The truck or van used for the service cannot be larger than a one (1) ton truck.
4. The following requirements must be met to perform the service in a residential zone:
  - a) The vehicle, which is to be worked upon, must be registered to a current occupant of the premises where the work is being performed.
  - b)
  - c) The elapsed time for the installation/detailing may not exceed forty-eight (48) hours from beginning to end.

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- d) Work may not be performed on more than two (2) vehicles at one time, on the same premises, or by the same person.

5. No work on the vehicle is permitted on a public street.

COMMISSION MERCHANT, DIRECT SALE PRODUCT DISTRIBUTION, MAIL ORDER BUSINESS

1. The home will be the mailing address and office only. The applicant will only take orders by phone or mail at the home and the orders will be filled by direct shipment from factory to customer.
2. No stock may be stored on the premises.

CONTRACTOR, HANDYMAN, HANDYWOMAN, JANITORIAL SERVICE, LANDSCAPE CONTRACTOR, GARDENING SERVICE

1. The home will contain an office only. No employee will report to the home for work assignments in conjunction with the occupation. One employee may work at the residence per the restrictions outlined above.
2. No supplies or equipment will be stored on the premises.

DRESSMAKER, TAILOR

1. No manufacturing for stock in trade for retail sales.
2. No nuisance producing activity will occur in conjunction with the home occupation.

ARTIST LIVE/WORK SPACE-RESIDENTIAL ZONE

Artist's Live/Work Space may be established in any residential zone for the following arts activities involving the non-performing arts: painting, sculpture, drawing, photography, film, video, small scale glass works, ceramics, textiles, custom-made jewelry or apparel, and woodworking.

ARTIST LIVE/WORK SPACE-NON-RESIDENTIAL ZONE

Artist's Live/Work Space may be established in non-residential zones and include; painting, sculpture, drawing, photography, film, video, small-scale glass works, ceramics, textiles, custom-made jewelry or apparel and woodworking, also; music, dance, and other performance arts for rehearsal only.

SOMATIC PRACTITIONER

A Somatic Practitioner is a massage technician who meets the requirements for and holds a valid permit under the regulations of Chapter 5.124 of the City Code. In addition to abiding by the home occupation restrictions listed above, a Somatic Practitioner must obtain a Somatic Practitioner's Permit from the City Revenue Division. Clients and customers are not permitted to come to the home office of the Somatic Practitioner.

## SMALL APPLIANCE REPAIRS

The assembly, repair, or reconstruction of small electronic, mechanical or garden equipment (including lawnmowers), or small household appliances, shall be permitted. There shall be no pickup or delivery of items to the residence by the public. All storage and testing of equipment shall be performed within an enclosed building. All equipment or appliances assembled, repaired, or reconstructed shall not exceed six (6) feet in height, length, or width; one hundred (100) pounds in weight; or five (5) horsepower. No more than twelve (12) pieces of equipment, in any condition, shall be on-site at the residence at any one time.

The assembly, repair, or reconstruction of major household appliances, including; refrigerators, freezers, clothes washers, clothes dryers, dishwashers, stoves, heating equipment, and air conditioning equipment is not a permitted home occupation.

## HOME OCCUPATION PERMITS ISSUED BY THE ZONING ADMINISTRATOR

The Zoning Administrator, located in the City Development Services Department, 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. Applications for discretionary home occupation permits may be obtained through: Development Services, New City Hall, 915 'I' St., 3<sup>rd</sup> Floor, Sacramento, Ca. 95814 at the customer service counter.

## HOME OCCUPATION PERMIT RENEWAL

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.

## REVOCAION 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.

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## BUSINESS OPERATIONS TAX CERTIFICATE

Besides obtaining a Home Occupation Permit, if you are conducting a business within the City of Sacramento, you are required to obtain a Business Tax Certificate. Please contact the City Revenue Division at (916) 808-8500 for more information on this process. The Revenue Division is located at New City Hall, 915 'I' St., Room 1201, Sacramento, CA 95814.

## QUESTIONS?

If you have any questions regarding Home Occupation Permits, please visit the Development Services, Customer Service Counter located at New City Hall, 915 'I' St., 3<sup>rd</sup> Floor, Sacramento, CA 95814 or you can call the Planning Help Desk at (916) 808-5656.