

# Home Occupation Permits

The City of Dixon Zoning Ordinance permits the conduct of a business in the residential districts. The standards for home-based businesses are to seek a balance between supporting a quiet, safe, and aesthetic residential environment while supporting the aspirations of home-based entrepreneurs.



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## Application Procedure

Application for a Home Occupation Permit shall be made to the Community Development Department and will provide the following data:

- Name and address of the applicant.
- Statement that the applicant is the owner of the property or is the authorized agent of the owner.
- Address of the property.
- Statement of the precise nature of the home occupation, together with sufficient information to indicate whether it will comply with the Zoning Ordinance.

The application shall be accompanied by a non-refundable \$150 one-time fee. Staff shall notify the City Council, Planning Commission, and all property owners within 300 feet of the site on the same street and within 100 feet of the site on other streets. Property owners have 15 days to respond to said notice. (Ord. 05.001)

Any objections to the proposed home occupation may be considered in the decision to approve or deny the request.

A City Business License shall be obtained concurrent with the Home Occupation Permit.



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## Home Occupation Permits

*Community  
Development  
Department*

**Tel: (707) 678-7000  
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The City of Dixon Zoning Ordinance permits the conduct of a business in residential districts (Section 18.30). The standards for Home

Occupation Permits are intended to seek a balance between supporting a quiet, safe, and aesthetic residential environment while supporting the aspirations of home-based entrepreneurs. Business activities, which do not meet the Home Occupation regulations in the City of Dixon Zoning Ordinance, Sections 18.30.01 through 18.23009, must locate in commercial or industrial areas.

## Definition

A Home Occupation is defined as a business conducted as an accessory activity within a living unit; which uses a residential address and does not need a commercial address; which primarily involves the use of the home address and telephone for business contacts; which may be conducted within a residential dwelling without in any way changing the appearance or conditions of the residence and neighborhood, subject to the regulations found in the City of Dixon Zoning Ordinance.

## Regulations

Home Occupations shall comply with the following regulations per City of Dixon Zoning Ordinance Section 18.30.02:

- A. No dwelling used for a home occupation shall be allowed any internal or external alterations or construction features in any portion thereof which are not normally found in similar dwellings, and the existence of the home occupation shall not be apparent beyond the boundaries of the site.
- B. A home occupation shall be conducted within a dwelling by an inhabitant thereof and shall be clearly incidental to the use of the structure as a dwelling.
- C. Only individuals living in the residence may be working at the home business. Additional individuals may be associated with or employed by the home business only if they do not report to work at the home.
- D. A home occupation shall not occupy more than 25% of the total area of the structure including the garage.
- E. Except in an "A" District, a home occupation shall not be conducted in an accessory structure.
- F. There shall be no stock in trade other than products manufactured on the premises: No materials, equipment, or supplies associated with the business may be stored on site, except a small quantity of samples and/or equipment which may normally be used at a residence. Any supplies, other than small quantities, intended for sale must be received, stored, and sold to customers at off-premise locations.
- G. A home occupation shall not create noise audible beyond the boundaries of the site.
- H. No odor or gaseous, liquid or solid waste shall be emitted.
- I. Not more than one truck of not more than 3/4 ton capacity and no semi-trailers incidental to a home occupation shall be kept on the site.
- J. A home occupation shall not create pedestrian or automobile traffic significantly in excess of the normal amount in the district. An example of acceptable traffic would be a parcel post delivery. No direct retail sales transaction or display may occur at the residence.
- K. A home occupation shall not be permitted to occupy a garage, unless adequate off-street parking spaces are provided.
- L. No signs of any kind shall be allowed.
- M. Flammable or explosive chemicals or devices shall not be allowed without written approval of the Dixon Fire Department.
- N. Activities and/or materials associated with the proposed Home Occupation shall not be visible from the street or adjacent properties.
- O. No portion of any dwelling shall be used for a home occupation which has a separate designated access or private entrance specifically for the home occupation use.
- P. The home occupation must be conducted within a residential dwelling without in any way changing the appearance or conditions of the residence and neighborhood.

**This brochure is for reference only. Please refer to Section 18.30 of the City of Dixon Zoning Ordinance for full details. Rev. 11.1.13**