

HOME OCCUPATION PERMIT

COMMUNITY DEVELOPMENT DEPARTMENT
221 W. PINE STREET, LODI, CA 95241 WWW.LODI.GOV/187/PLANNING-DIVISION



APPLICATION

01 If you plan to conduct a business out of a residence in the City of Lodi, you must obtain a Home Occupation Permit. As of January 1, 2024, the application fee for the permit is \$93.42. 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 in the city limits of the City of Lodi, you do not need a Home Occupation Permit from the City of Lodi.

02 Confirm the home occupation is one of the following allowable activities and complies with Lodi Municipal Code §17.36.60:

- Home Office (Computer Use, Online Retail Sales, Telephone Sales)
- Mobile Services (Handyman, Landscaping, Non-medical transport)
- Mobile Retail/Sales
- Art/Artisan (Art Work, Small Handcraft, Sewing/Tailoring, Small Mechanical Equipment)
- Tutoring/Lessons (Art, music, academics, swimming)
- Cottage Food (As defined by San Joaquin County Environmental Health Dept. & Calif. Health and Safety Code Section 113758) *Attach approved application from County.

GENERAL INFORMATION

APPLICANT

Name		Email	
Address		Phone	
Business Name		Check If Home Office Only	☐

HOME BUSINESS DESCRIPTION

Need Assistance?

Reach out to
Planning Staff
at (209) 333-6711

The proposed home occupation will:

1. Not be noticeable from the exterior of the dwelling unit;
2. Not be carried out by persons other than those residing at this address;
3. Be clearly incidental to the use of the dwelling for residential purposes and will not change the residential character of the dwelling or neighborhood;
4. Not have any display or inventory of commodities on the premises;
5. Not substantially increase the vehicular traffic in the immediate area of the dwelling;
6. Not involve the use of more than one room in the dwelling;
7. Not involve the use of power-driven equipment having a motor or motors of more than ½ horsepower;
8. Not list the address of the home occupation in any advertisements;
9. Not use signs except an unlit and building-mounted nameplate not more than two square feet in area identifying the name and home occupation;
10. Not create a nuisance by reason of noise, odor, dust, vibration, fumes, smoke, electrical interference, increased traffic, or other causes; and
11. Not involve the parking of more than one vehicle used for the home occupation and personal use (no heavy-duty commercial vehicles allowed).
12. Apply for a Building Permit if physical changes will be made to the premises. Call the Building Division at (209) 333-6714.

PLANNING FEES ARE DUE AT TIME OF APPLICATION SUBMITTAL, SEE: <https://www.lodi.gov/187/Planning-Division>

OFFICE USE ONLY

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DATE RECEIVED:	RECEIVED BY:	APN:	H2024-
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INCOMPLETE APPLICATIONS

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Community Development Department. Applications for any of the above listed actions, and other actions as deemed necessary by the Community Development Director, shall be considered incomplete pending completion of the plan review process.

PROPERTY OWNER ACKNOWLEDGMENT

Before the application can be accepted, the owner of each property involved must provide their signature below to verify that the application is being filed with their knowledge. Staff will confirm ownership based on the records of the County Assessor. In the case of partnerships, corporations, LLCs or trusts, an officer of the ownership entity so authorized may sign provided that a letter of authorization is included, along with a copy of the current partnership agreement, corporate articles, or trust document as applicable. If the ownership of the property does not match City Records, a Grant Deed must correspond with the ownership listed on the application.

APPLICANT DECLARATION

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the state information be found false or insufficient to fulfill the requirements of the Planning Division, I agree to revise the information as appropriate.
- I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- I understand that if this application is denied, there is no refund of fees paid.
- I understand and agree to defend, indemnify and hold harmless, the City of Lodi, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of the above, the purpose of which is to attack, set aside, void, or annul the approval of this application and/or the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the City of Lodi, its agents, officers, attorneys, or employees.
- I agree to conform to the requirements of Lodi Municipal Code 17.36.060.

Executed at:

(City/State)

Dated:

Applicant's Name

Date

Property Owner's Name

Date

Applicant's Signature

Property Owner's Signature (if rental)

Applicant's Title

Property Owner's Title (if rental)

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LODI MUNICIPAL CODE (LMC) §17.36.060

This section provides operational standards for the review and approval of Home Occupation Permits in compliance with Lodi Municipal Code (LMC) §17.36.060, available at https://library.municode.com/ca/lodi/codes/code_of_ordinances

C. **Operating Standards.** Home occupations shall comply with all of the following operating standards:

1. **Accessory Use.** The home occupation shall be clearly secondary to the full-time use of the property as a residence.
2. **Location of Home Occupation Activities.** All home occupation activities shall be confined to one room within the primary dwelling, which shall not occupy more than twenty-five percent of the gross floor area of the ground floor. A garage or other enclosed accessory structure may be used for home occupation purposes only if required off-street parking spaces are continually maintained. Horticulture activities may be conducted outdoors, but only on the rear one-third of the site.
3. **Visibility.** The use shall not require any exterior modification to the structure not customarily found in a dwelling, nor shall the home occupation activity be visible from a public right-of-way, or from neighboring residential properties.
4. **Signs.** No signs are permitted in conjunction with the use, other than one name plate, not exceeding one square foot in area, and only if attached flush to a wall of the structure. There shall be no advertising signs.
5. **Safety.** Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. The use shall not employ the storage of explosive, flammable, or hazardous materials beyond those normally associated with a residential use.
6. **Off-site Effects.** No home occupation activity shall create dust, electrical interference, fumes, gas, glare, light, noise, odor, smoke, toxic/hazardous materials, vibration, or other hazards or nuisances as determined by the director.
7. **Outdoor Display or Storage.** There shall be no window display or outdoor storage or display of equipment, materials, or supplies associated with the home occupation. Tools or equipment connected with the business shall be operated so as to be imperceptible at or beyond the property line.
8. **Employees.** A home occupation shall have no on-site employees other than full-time residents of the dwelling.
9. **Client/customer visits.** The home occupation shall involve no on-site clients except for:
 - a. Home occupations in live/work units;
 - b. Tutoring or instruction of children by appointment; and
 - c. Applicants with a demonstrated mobility handicap.
10. **Motor Vehicles.** There shall be no motor vehicles used or kept on the premises, except residents' passenger vehicles, and/or one pickup truck, van, or similar vehicle not exceeding one and one-half-ton carrying capacity. The home occupation shall not involve the use of commercial vehicles for delivery of materials to or from the premises in a manner different from normal residential usage, except for FedEx, UPS, or USPS-type home deliveries/pick-ups. The commission may authorize other types and/or additional vehicles with use permit approval.
11. **Utility Service Modifications.** No utility service to the dwelling shall be modified solely to accommodate a home occupation, other than as required for normal residential use.

D. **Home Working Operations.** Small-scale commercial wood and metal working may be authorized by minor use permit as a home occupation, provided that the review authority may require conditions of approval limiting hours of operation, noise levels, and/or any other aspect of the operation, to ensure compatibility with on-site and adjacent residential uses.