



# HOME-BASED BUSINESS PERMIT REVIEW PROCESS

Planning Division | 209.456.8540 | [planning@manteca.gov](mailto:planning@manteca.gov)

1

Discuss with a Planning staff member if your prospective business idea is allowed through a Home Occupation Permit (HOP).

Remember to ask:

- Is my proposed business idea allowed in a residential zone?*
- What are the conditions or restrictions for the approval of the HOP?*
- What other City, County, or State requirements should I be aware of?*



2

Determine which City, County, or State Agency approvals and/or requirements apply to your business.

Things to consider:

*Businesses that involve food, working with children/elderly, and paraprofessional or technical trades may require approval, licenses, and/or certifications from San Joaquin County and/or State Regulatory Agencies.*



3

Complete the application process entirely online.

What to expect:

- Applications and the processing fee are submitted online through the ACCELA portal.*
- Proof of ownership or authorization from the property owner is required.*
- Review and processing of an HOP application varies from 1 to 3 weeks.*



4

Approval of the HOP must occur before applying for a Business License.

Disclaimers:

- The HOP processing fee is a one-time non-refundable fee.*
- The HOP cannot be transferred to a different location.*
- The Business License fee is an annual fee.*

