



# HOME OCCUPATION TYPE I APPLICATION

City of Tigard Permit Center 13125 SW Hall Blvd., Tigard, OR 97223  
Phone: 503.639.4171 Fax: 503.598.1960

## GENERAL INFORMATION

Property Address/Location: \_\_\_\_\_

Tax Map & Tax Lot #: \_\_\_\_\_ Zone: \_\_\_\_\_

Property Owner/Deed Holder(s)\*: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant\*: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR STAFF USE ONLY**

Case/Permit No.: \_\_\_\_\_

Filing Fee Rec'd.: \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Application Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Comp Plan/Zone Designation: \_\_\_\_\_

Business Tax Paid?  Yes  No

Business Tax Receipt No. \_\_\_\_\_

Rev. 7/1/09  
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\* When the owner and the applicant are different people, the applicant must be the purchaser of record or a lessee in possession with written authorization from the owner or an agent of the owner. The owner(s) must sign this application in the space provided on the back of this form or submit a written authorization with this application.

## **THE APPLICANT SHALL CERTIFY THAT:**

- ✓ **The above request does not violate any deed restrictions that may be attached to or imposed upon the subject property.**
- ✓ If the application is granted, the applicant will exercise the rights granted in accordance with the terms and subject to all the conditions and limitations of the approval.
- ✓ All of the above statements and the statements in the plot plan, attachments, and exhibits transmitted herewith, are true; and the applicants so acknowledge that any permit issued, based on this application, may be revoked if it is found that any such statements are false.
- ✓ The applicant has read the entire contents of the application, including the policies and criteria, and understands the requirements for approving or denying the application.

**REQUIRED SUBMITTAL ELEMENTS**

- ✓ Application Elements Submitted:
  - Application Form
  - Owner's Signature/Written Authorization
  - Proof of Business Tax Certificate
  - Filing Fee: \$40.00

1. Home occupations may be undertaken only by the principal occupant(s) of a residential property;
2. There shall be no more than three deliveries per week to the resident by suppliers;
3. There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line resulting from the operation. Home occupations shall observe the provisions of TDC Chapter 18.725 (Environment Performance Standards);
4. The home occupation shall be operated entirely within the dwelling unit and a conforming accessory structure. The total area which may be used in the accessory building for either material product storage and/or the business activity shall not exceed 528 square feet. Otherwise, the home occupation and associated storage of material and products shall not occupy more than 25 percent of the combined residence and accessory structure gross floor area. The indoor storage of materials or products shall not exceed the limitations imposed by the provision of the building, fire, health and housing codes;
5. A home occupation shall not make necessary a change in the Uniform Building Code use classification of a dwelling unit. Any accessory building that is used must meet Uniform Building Code requirements.
6. More than one business activity constituting two or more home occupations shall be allowed on one property only if the combined floor space of the business activities does not exceed 25 percent of the combined gross floor area of the residence and accessory structure. Each home occupation shall apply for a separate home occupation permit, if required per this chapter, and each shall also have separate Business Tax Certificates;
7. There shall be no storage and/or distribution of toxic or flammable material, and spray painting or spray finishing operations that involve toxic or flammable material which in the judgement of the Fire Marshall pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals which are engaged in home occupation shall make available to the Fire Marshall for review that Material Safety Data Sheets which pertain to all potentially toxic and/or flammable materials associate with the use;
8. No home occupation shall require any on or off-street parking other than that normally required for a residence;
9. The following uses are not allowed as home occupations:
  - a.) Auto-body repair and painting;
  - b.) On-going mechanical repair conducted outside of an entirely enclosed building;
  - c.) Junk and salvage operations; and
  - d.) Storage and/or sale of fireworks.
10. There shall be no exterior storage of vehicles of any kind used for the business except that one commercially licensed vehicle of not more than three-quarters ton GVW may be parked outside of a structure or screened area.

**Standards:**

According to Tigard Development Code Chapter 18.742.050, a Home Occupation Permit - Type I shall exhibit no evidence that a business is being conducted from the premises. Home Occupation Permits - Type I shall not permit:

- A. Outside volunteers or employees to be engaged in the business activity other than the persons principally residing on the premises;
- B. Exterior signage which identifies the property as a business location;
- C. Clients or customers to visit the premises for any reason; and
- D. Exterior storage of materials.

I hereby certify that I have read and understand the above conditions and standards for the operation of a home occupation. I acknowledge that this home occupation approval may be revoked if the above conditions and standards have not been complied with and/or the home occupation is otherwise being conducted in a manner contrary to the Tigard Community Development Code (18.742). Revocation due to a violation of the home occupation requirement(s) cannot be renewed for a minimum period of one year (18.742.080).

**Applicant's Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner's Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner's Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_