



# City of Tigard

COMMUNITY DEVELOPMENT DEPARTMENT

## Home Occupation — Type I Application

Property address/location: \_\_\_\_\_  
 \_\_\_\_\_

Tax map and tax lot #: \_\_\_\_\_

Business name: \_\_\_\_\_

Business phone: \_\_\_\_\_

Detailed description of business: (Attach additional sheets if necessary)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# of non-resident employees: \_\_\_\_\_  
 \_\_\_\_\_

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

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

City/state: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_

**PROPERTY OWNER/DEED HOLDER(S)\***  Same as Applicant

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

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

City/state: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

REQUIRED SUBMITTAL ELEMENTS	
<input type="checkbox"/>	Owner's Signature/Written Authorization
<input type="checkbox"/>	Business License Fee Paid
<input type="checkbox"/>	Home Occupation Fee Paid

FOR STAFF USE ONLY	
Case No.(s):	_____
Related Case No.(s):	_____
Application Fee:	_____
Application Accepted:	
By: _____	Date: _____
Date Determined Complete:	
By: _____	Date: _____
<small>E:\Community Development\Land Use Applications\02_Forms and Templates \Land Use Applications Rev. 12/14/2017</small>	

\* 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.

BUSINESS DATA — Applicant to complete all items in this section			
Business type code (business license): _____	Business (sq. ft. dedicated to business): _____	Residence (sq. ft.): _____	
Detached building: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, sq. ft: _____	Business vehicles garaged at residence: _____	Customers/clients at residence: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Deliveries/pick-ups at residence: <input type="checkbox"/> Yes <input type="checkbox"/> No	Days/hours of operation:	Outside storage: <input type="checkbox"/> Yes <input type="checkbox"/> No	Exterior sign: <input type="checkbox"/> Yes <input type="checkbox"/> No

# HOME OCCUPATION APPROVAL STANDARDS

All home occupations except those that have proven nonconforming status shall comply with all of the following:

1. Home occupations may be undertaken only by the principal occupant(s) of a dwelling unit.
2. There shall be no more than 3 deliveries per week to the residence 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.
4. The home occupation shall be operated entirely within the dwelling unit and a conforming accessory structure. The total area that 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 materials and products shall not occupy more than 25 percent of the combined residence and accessory structure gross floor area, but in no case shall the portion of the home occupation occupying the accessory use exceed 528 feet. The indoor storage of materials or products shall not exceed the limitations imposed by the provisions of the building, fire, health and housing codes.
5. A home occupation shall not make necessary a change in the state building code use classification of a dwelling unit. Any accessory building that is used shall meet state 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 by this chapter.
7. There shall be no storage and/or distribution of toxic or flammable materials, and spray painting or spray finishing operations that involve toxic or flammable materials that in the judgment of the fire marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals that are engaged in home occupations shall make available to the fire marshal for review the material safety data sheets that pertain to all potentially toxic and/or flammable materials associated 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. Ongoing mechanical repair conducted outside of an entirely-enclosed building;
  - c. Junk and salvage operations;
  - 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 1 commercially licensed vehicle of not more than 0.75 ton gross vehicle weight (GVW) may be parked outside of a structure or screened area.

**In addition, The following characteristics of a Type I home occupation shall be prohibited:**

1. Outside volunteers or employees to be engaged in the business activity other than the persons principally residing on the premises;
2. Exterior signs that identifies the property as a business location;
3. Clients or customers to visit the premises for any reason;
4. Exterior storage of materials.

**I (applicant) 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 (18.760). Revocation due to a violation of the home occupation requirement(s) cannot be renewed for a minimum period of one year (18.760.060).**

Applicant's signature	Print name	Date
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Applicant's signature	Print name	Date
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Owner's signature	Print name	Date
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Owner's signature	Print name	Date
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**HOME OCCUPATION — TYPE I APPLICATION**