



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)

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

Owner's Signature/Written Authorization

Business License Fee Paid

Home Occupation Permit Fee Paid

FOR STAFF USE ONLY

Case No.: _____

Application fee: _____

Business license fee: _____

Comp plan/zone designation: _____

Application approved/permit issued:
 By: _____ Date: _____

I:\CURPLN\Masters\Land Use Applications Rev. 08/21/2014

* 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): _____	Residence (sq. ft.): _____	Days/hours of operation: _____
Outside storage: <input type="checkbox"/> Yes <input type="checkbox"/> No	Detached building: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, sq. ft.: _____	Business (sq. ft. dedicated to business): _____
Customers/clients at residence : <input type="checkbox"/> Yes <input type="checkbox"/> No	Business vehicles garaged at residence: _____	Exterior sign: <input type="checkbox"/> Yes <input type="checkbox"/> No

HOME OCCUPATION CONDITIONS AND STANDARDS

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 License 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 judgment of the Fire Marshall pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals who 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.

In addition, a Home Occupation 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 (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 (18.742). 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	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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