

HOME OCCUPATION PERMIT APPLICATION

Note to Applicant:

- Approval of a Home Occupation Permit is required to operate a business from a home within a residential zone in the City Limits.
- The applicant is responsible for obtaining approval for this use from their Home Owner’s Association prior to beginning business activity.

TRACKING INFORMATION (For Office Use Only)

Date Received _____ Date Routed to Code Enforcement _____ N/A

Tax Map #(s) _____ Tax Lot #(s) _____

Comprehensive Plan Designation _____ Zoning _____

Code Enforcement: Approved Denied Reviewing Officer _____

Officer Comments _____

Planning: Approved Denied for the following reasons _____

Decision Date _____ Permit # _____ Planning Reviewer _____

SITE LOCATION & DESCRIPTION

Site Address _____

Nearest Cross Street _____

BUSINESS INFORMATION

Business Name _____

Type of Business: (please explain business activities proposed at this site) _____

Are there other home occupations at this address? Yes No If Yes, Associated Permit #(s) _____

HOME OCCUPATION PERMIT (CONTINUED)

GENERAL INFORMATION

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1) Combined square footage of all structures on the site: _____ sq.ft.

2) Square footage of floor area that will be used for business purposes: _____ sq.ft.

NOTE: *No more than 25% of the floor area or 528 square feet, which ever is less, can be used for the business.*

3) List all Individuals engaged in the business, including name, address and relationship to principal residents.

NOTE: *No one other than the principal residents of the dwelling and no more than two persons closely related to the principal residents shall be engaged in the home occupation at the dwelling site.*

4) Days and hours of operation for the business: _____

5) Number and type of vehicles to be used in connection with the business and location of vehicle parking on the site:

6) Anticipated number of customer vehicles coming to business each day: _____

7) Expected number of business deliveries per week: *(Do not count US Postal Service deliveries)* _____

8) Will your business include activities which generate noises, vibrations, odors, heat, glare, or visual or audible electrical interference in line voltage beyond any property line? Yes No *(If Yes, Please explain)*

CONTINUED ON PAGE 3

HOME OCCUPATION APPLICATION (CONTINUED)

APPLICANT AND OWNERSHIP INFORMATION

Applicant: Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

I hereby certify that my business will continually conform to the standards of Hillsboro Community Development Code (CDC), Section 12.40.170 pertaining to Home Occupations, and to any conditions of approval attached to the Home Occupation Permit. I understand that the business license for my home occupation is subject to revocation at any time by the City Council for cause, pursuant to the Hillsboro Municipal Code, under the following circumstances: 1) violation of any provision of the CDC; 2) violation of any term or condition of applicable permit; or 3) failure to pay the City business license fee when due.

Applicant's Signature _____ Date: _____

If the applicant is not the property owner, permission from the owner must be provided below or on a separate attached letter:

Property Owner(s): Name(s) _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Property Owner(s) Signature(s) _____ Date: _____

APPROVAL CRITERIA AND REVIEW STANDARDS

(HOME OCCUPATION)

The approval criteria for a **Home Occupation** permit are set forth in Sections 12.80.080 and 12.40.170 of the Community Development Code as follows:

12.80.080 Home Occupation Permit.

- A. Purpose. The purpose of a Home Occupation Permit (HOP) is to allow residents an opportunity to use their homes to conduct small-scale business activities, while establishing criteria and standards to ensure that home occupations are subordinate to the residential use, and are in appearance and operation neither detrimental nor disruptive to neighboring properties and residents.
- B. Procedure. HOP applications are subject to the Type I procedure as described in Section 12.70.030.
- C. Submittal Requirements. Type I application submittal requirements are set forth in Section 12.70.030 and more specific submittal requirements are provided on application forms and checklists as authorized in Section 12.70.110. At a minimum, a HOP application shall include the following:
 - 1. An application form signed by the applicant or applicant's representative and the property owner or owner's representative;
 - 2. Payment in full of the appropriate application fee, based on the fee schedule in effect on the date of submittal;
 - 3. A scaled plot plan of the proposed Home Occupation site, and a floor plan of any buildings to be used for the Home Occupation; and
 - 4. A narrative addressing compliance with the approval criteria and special use standards in Section 12.40.170.
- D. Approval Criteria. In order to approve a HOP, the Review Authority shall make findings of fact, based on evidence provided, that the following criteria are satisfied:
 - 1. The zoning of the subject property lists a home occupation as an allowed use;
 - 2. The proposal complies with the standards for Home Occupations in Section 12.40.170 Special Uses.
- E. Conditions of Approval. The Review Authority may impose conditions on approval of a HOP to ensure compliance with the approval criteria. Such conditions may include a requirement to obtain a city business license pursuant to Municipal Code Subchapter 5.04.
- F. Appeal of a Decision. Refer to Section 12.70.180.
- G. Expiration of a Decision. Refer to Section 12.70.140.
- H. Extension of a Decision. Refer to Section 12.70.150.
- I. Invalidation of a Decision. Approval of an HOP is site-specific to the property and the original applicant. If an applicant moves, the HOP becomes invalid unless a new HOP is approved for the subsequent occupant of the property.
- J. Revocation of a Decision. A business license for a permitted home occupation is subject to revocation at any time by the City Council for cause pursuant to Municipal Code Subchapter 5.04 under the following circumstances:
 - 1. There is a violation of any provision of this Code;
 - 2. There is a violation of any term or condition of any applicable permit;
 - 3. Failure to pay the City business license fee when due.
- K. Waiting Period for Re-Application. When a business license for a home occupation permit is revoked due to violation of the standards of this Section, or any condition of approval attached to the permit, a minimum period of 60 days shall elapse before another application for a home occupation permit on the subject property will be considered.

APPROVAL CRITERIA AND REVIEW STANDARDS

(CONTINUED)

12.40.170 Home Occupations.

- A. Characteristics. Home Occupations are defined in Section 12.01.500. In appearance and operation, a Home Occupation is a small-scale business activity conducted in a manner neither detrimental nor disruptive to neighboring properties and residents.
- B. Exemptions. The following activities are exempt from the provisions of this Section:
1. Garage sales as allowed by Chapter 5.24 of the Hillsboro Municipal Code;
 2. Child care facilities for up to 16 children or adult day care for up to 12 adults, pursuant to ORS 657A.440 and ORS 657A.250; and
 3. Residential homes or adult foster homes providing residential treatment or training for up to five adults who are not related to the provider by blood or marriage under ORS 443.705 (1), pursuant to ORS 197.665.
- C. Uses Not Permitted as Home Occupations. The following Uses are Not Permitted as Home Occupations:
1. Auto-body repair and painting;
 2. On-going mechanical repair conducted outside of an entirely enclosed building;
 3. Junk and salvage operations;
 4. Storage and/or sale of fireworks;
 5. Recreational marijuana facilities; and
 6. Any other use with characteristics consistent with Home Occupations but non-compliant with these standards.
- D. Standards for Operation. Home Occupations shall operate in on-going conformance with the following standards:
1. Operation of a Home Occupation requires issuance of a city business license and renewal as necessary;
 2. No more than 25% of the floor area of all structures on the lot or 528 square feet, whichever is less, can be used in connection with the Home Occupation or associated storage;
 3. No one other than the principal residents of the dwelling, and not more than two persons closely related to the principal residents, shall be engaged in the Home Occupation at the dwelling;
 4. No more than one commercially licensed vehicle in excess of one-ton manufacturer's rating shall be utilized or parked at the dwelling unit in connection with the Home Occupation;
 5. No more than an average of ten customer vehicle trips per day area allowed, with no more than two customer vehicles on the premises at any time;
 6. No more than three business related deliveries per week are allowed. Such deliveries shall not restrict pedestrian or vehicular circulation on adjoining public streets and sidewalks. Deliveries by the U.S. Postal Service are not considered business related deliveries for purposes of this provision;
 7. No direct retail sales are permitted, excepting the occasional sale of products associated with the Home Occupation, with such sales being clearly secondary to the primary business activity; and
 8. No customers may enter the premises between the hours of 9:00 p.m. and 7:00 a.m.

APPROVAL CRITERIA AND REVIEW STANDARDS

(CONTINUED)

- E. Activities Not Permitted with Home Operations. Conduct of Home Occupations shall not include any of the following activities:
1. Displays or other evidence of business operations visible from public right-of-ways or abutting residences.
 2. Changes in the IBC occupancy classification of the residence or any accessory structure.
 3. Outside storage of equipment, materials, or supplies associated with the Home Occupation.
 4. Indoor storage or use of hazardous materials not normally associated with a residence is Not Permitted.
 5. Generation of any noise, vibrations, odors, heat, glare or visual or audible electrical interference or fluctuations in the line voltage detectable beyond any property line.
- F. Compliance with Standards through Conditions. The Review Authority may impose conditions on approval of a Home Occupation permit to ensure compliance with this Section. Such conditions may include but are not limited to the following:
1. Limitations on hours, days, place and manner of operation;
 2. Construction or installation of site and building design features to minimize noise, vibration, air pollution, glare, odor and dust;
 3. Increased building setbacks;
 4. Limitations on building area and outdoor storage used by the Home Occupation and/or restrictions on the location of Home Occupation Uses on the site in relation to adjoining Uses;
 5. Restriction of the size, number, location and design of vehicular access points;
 6. Restriction of on-street parking adjacent to the Home Occupation site;
 7. Installation of landscaping to screen the use from adjoining properties, and continued maintenance of such landscaping;
 8. Installation of fencing, including specifications regarding size, height, location, and materials;
 9. Construction of additional paved areas for parking and loading areas and additional storm drainage improvements as necessary to accommodate the increased impervious surface;
 10. Limitations on interior or exterior building remodeling to accommodate the Home Occupation;
 11. Limitations on the location and intensity of outdoor lighting; and
 12. Limitations on the type and number of vehicles or equipment parked or stored on site.

SUBMITTAL REQUIREMENTS CHECK LIST

(HOME OCCUPATION)

Application submittal requirements are set forth in Section 12.70.110 of the Hillsboro Community Development Code (CDC). The following is a check list based on the specific requirements for a Home Occupation permit set forth in Section 12.80.080:

- Completed, Signed Application Form:** The original, completed and signed Home Occupation Permit Application form must include a “wet ink” signature from the property owner or authorized agent. This information must be reproduced so please write clearly using black/dark blue ink or type.

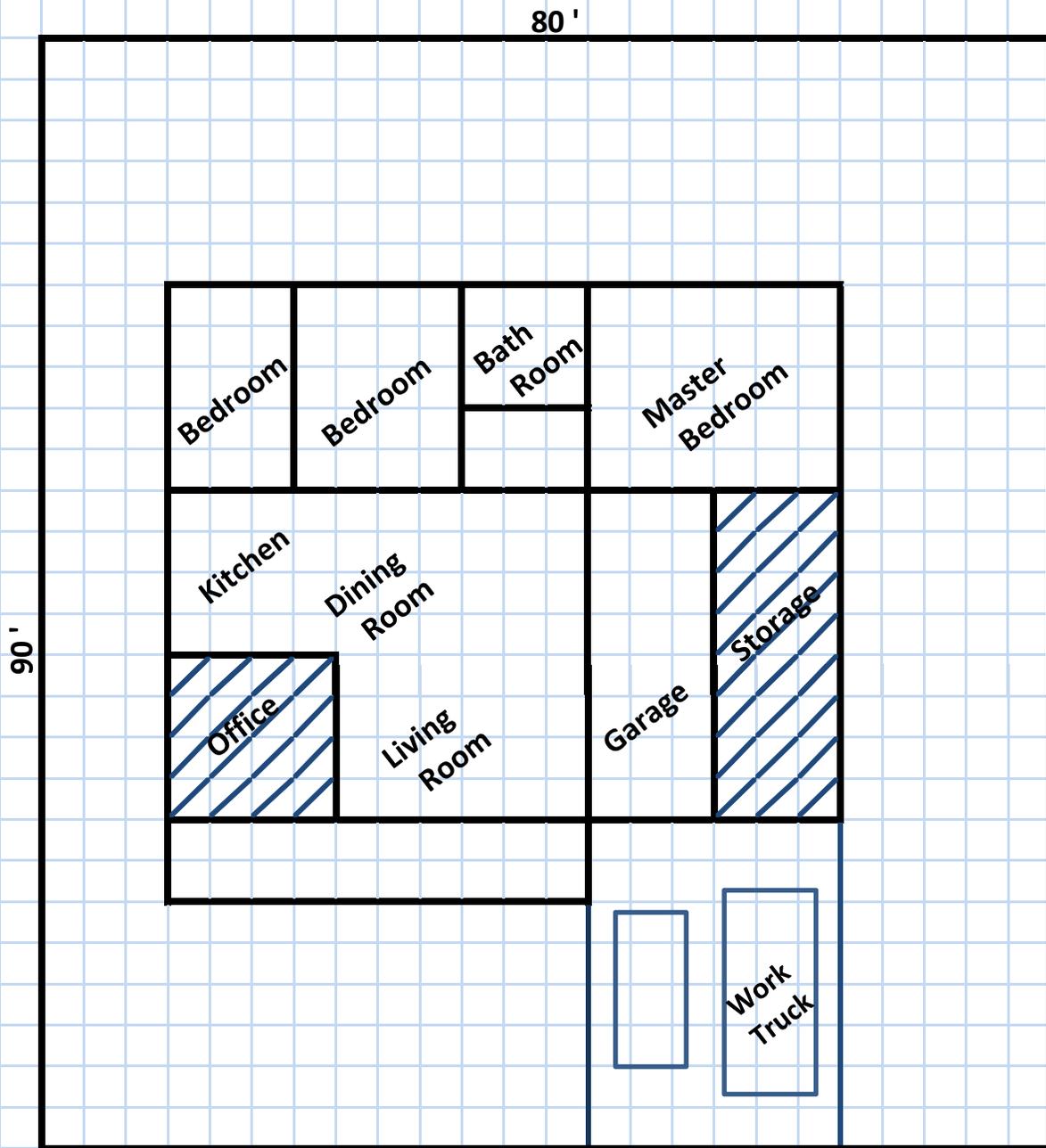
- Site Plans:**
 - Plot Plan:** Provide a scaled plot plan (aerial view) of the subject property illustrating lot dimensions, street frontage, the proposed location of the business activity.

 - Floor Plan:** Provide a floor plan of any buildings used for the Home Occupation.

An example of a plot/floor plan is attached for reference.

Home Occupation Permit

Example of Plot and Floor Plan



Total Square Feet = 2,279

Used for Home Occupation

Office = 169

Garage = 260

429 Square Feet

10 grid units = 10 feet

 Space Used for Business