



150 East Main Street, Hillsboro, OR 97123  
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www.ci.hillsboro.or.us

# 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: \_\_\_\_\_ File # \_\_\_\_\_ 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) \_\_\_\_\_

## APPLICANT AND OWNERSHIP INFORMATION

**Applicant Name(s)** \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

(CONTINUED ON PAGE 2)

# HOME OCCUPATION APPLICATION (CONTINUED)

*If the applicant is not the property owner, permission from the owner must be provided below:*

Property Owner(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## 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) Hours and days of operation for the business: \_\_\_\_\_

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

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)

## SITE PLAN

Please attach a site plan which illustrates the space used for the business in relation to the structures and to the site.

## APPLICANT SIGNATURE

I hereby certify that my business will continually conform to the standards of Hillsboro Zoning Ordinance No. 1945, Section 128A 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 Hillsboro Municipal Code 5.04.090, under the following circumstances: 1) violation of any provision of the Zoning ordinance; 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 \_\_\_\_\_

# APPROVAL CRITERIA (HOME OCCUPATION)

The approval criteria for a home occupation permit are listed in Section 128(A) of the Zoning Ordinance as follows:

B. Home Occupation Standards. The following standards are established for home occupations other than bed and breakfast inns:

- 1) (Deleted by Ord. No. 5676/10-06)
- 2) There shall be no displays or other evidence that would indicate from public right-of-ways or abutting residences that the dwelling or any accessory structure is used in whole or in part for any purpose other than residential use.
- 3) There shall be no change in the Uniform Building Code occupancy classification of the dwelling unit or any portion of the dwelling unit or accessory structure.
- 4) No more than 25% of the floor area of all structures on the lot, or 528 square feet, whichever is less, may be used in connection with a home occupation or for storage purposes associated with the business.
- 5) There shall be no outside storage of equipment, materials, or supplies associated with the home occupation, nor shall there be any storage or use of explosive, flammable, radioactive, toxic or other hazardous materials that are not normally found in the home nor in amounts not normally associated with a residence. Specific limitations and requirements for the storage of hazardous materials in a residence are found in and regulated by the Uniform Fire Code.
- 6) 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.
- 7) No more than one commercially licensed vehicle in excess of one-ton manufacturer's rating shall be utilized or parked at the dwelling unit by any resident of the premises in connection with the home occupation.
- 8) No more than an average of ten customer vehicle trips per day with no more than two customer vehicles on the premises at any time.
- 9) 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.
- 10) The generation by the home occupation of any noise, vibrations, odors, heat, glare or visual or audible electrical interference or fluctuations in the line voltage detectable beyond any property line is prohibited.
- 11) 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.
- 12) No customers may enter the premises between the hours of 9:00 p.m. and 7:00 a.m.

C. Bed and Breakfast Inn Standards. The following standards are applicable to bed and breakfast inns permitted as conditional uses in residential zones:

- 1) (Deleted by Ord. No. 5676/10-06.)
- 2) No more than an average of five customer vehicles may access the premises on a daily basis.
- 3) No more than an average of two business related deliveries per day is allowed. Such deliveries shall not restrict pedestrian or vehicular circulation on adjoining public streets and sidewalks.
- 4) No more than one person who is not a principal resident of the dwelling shall be engaged in the home occupation at the dwelling site at any one time.

# APPROVAL CRITERIA (CONTINUED)

- 5) The Conditional Use application shall include a parking plan, which includes:
  - a) In addition to the minimum required off-street parking for the residential use, one (1) off-street parking space shall be provided for each bed and breakfast inn bedroom unit.
  - b) All parking shall be contained on an all-weather surface within site boundaries, and within the driveway leading to the garage/carport vehicle entrance. One parking space may be allowed adjacent to the driveway, in the area in front of the required side yard adjacent to the garage/carport, with evidence of written permission from the owner of the property adjacent to the additional space. If no garage/carport is present, then parking shall be designed to minimize its appearance from the street and its impact to adjacent residents, and to maintain a residential appearance for the site.
  - c) Solid fence or wall together with landscaping, to buffer surrounding residents from the negative effects of headlights and noise from guest or employee vehicles.
- 6) The dwelling to be used as a bed and breakfast inn shall have been occupied as a residence for at least five years prior to the date of application submittal.
- 7) The dwelling to be used as a bed and breakfast inn shall be occupied as the primary residence of the person or persons identified as the operator of the bed and breakfast. Primary residence is defined as the operator's permanent residence of record as substantiated by official documents such as driver's license or tax forms.
- 8) There shall be no commercial gatherings. Commercial gatherings include weddings, meetings, receptions, or other gatherings for direct or indirect compensation.

D. Conditions of Approval. The Planning Director, or the Planning and Zoning Hearings Board in the case of a bed and breakfast inn permitted as a conditional use in a residential zone, may impose conditions upon approval of a home occupation permit or conditional use permit, as applicable, to ensure compliance with the purpose of this Section. These conditions may include, but are not limited to, the following:

- 1) Further limiting the hours, days, place and manner of operation;
- 2) Requiring site and building design features which minimize environmental impacts such as noise, vibration, air pollution, glare, odor and dust;
- 3) Requiring additional building setbacks;
- 4) Further limiting the building area and outdoor storage used by the home occupation and restricting the location of the use on the site in relationship to adjoining uses;
- 5) Designating the size, number, location and design of vehicular access points;
- 6) Requiring street right-of-way to be free at all times of vehicles associated with the home occupation, including vehicles of employees of contractors who have permitted home-based offices;
- 7) Requiring landscaping, buffering and/or screening of the home occupation from adjoining uses, and establishing standards for the continued maintenance of these improvements;
- 8) Requiring storm drainage improvements, and surfacing of parking and loading areas;
- 9) Limiting the extent and type of interior or exterior building remodeling necessary to accommodate the home occupation;
- 10) Limiting or setting standards for the location and intensity of outdoor lighting;
- 11) Requiring and designating the size, height and location of fences and materials used for their construction (Amended by Ord. No. 5676/10-06);
- 12) (Deleted by Ord. No. 5676/10-06);
- 13) Limiting the type and number of vehicles or equipment to be parked or stored on the site;
- 14) Any other limitations which the Director or Hearings Board considers to be necessary or desirable to make the use comply with the purpose and standards of this Section, and
- 15) Requiring conformance with any other applicable City and/or State codes.

# APPROVAL CRITERIA (CONTINUED)

- V. Uses Prohibited as Home Occupations.** The following uses shall be prohibited 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) Any use that is consistent with the definition of Home Occupation, but that does not comply with the standards in subsection IV of this Section.
- VI. Renewal.** Home occupation permits shall be valid as long as an active City business license is maintained provided that the home occupation complies with provisions of this Section and with any conditions of approval attached to the permit.
- VII. Revocation and Re-application.**
- A. Grounds for Revocation. A business license for a permitted home occupation is subject to revocation at any time by the City Council for cause pursuant to Hillsboro Municipal Code 5.04.090 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.
- B. 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.
- VIII. Invalidation.** Any home occupation permit is invalid and use of the property for any home occupation is prohibited if a permittee moves, unless a new permit is granted.

# **SUBMITTAL REQUIREMENTS**

## **(HOME OCCUPATION)**

- The original, signed Home Occupation Permit Application. This information must be reproduced so please print clearly using black or dark blue ink or type.
- Permission from property owner (if other than applicant) by signature on the application form or in a separate attached letter.
- A site plan that shows all of the following:
  - Floor plan of the house or other structures used for the business
  - Location of home occupation within the house
  - Location of streets

### **FOR MORE INFORMATION PLEASE CONTACT:**

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