



WASHINGTON COUNTY
Dept. of Land Use & Transportation
Planning and Development Services
Current Planning
155 N. 1st Avenue, #350-13
Hillsboro, OR 97124
Ph. (503) 846-8761 Fax (503) 846-2908
<http://www.co.washington.or.us>

Application Instructions for: Type I Home Occupation

Standards for a Type I Home Occupation are found in CDC Section 430-63.1 If the Type I Home Occupation is not located in the EFC, EFU or AF-20 Land Use District **and** has no on-site customers, it may be exempt from the Development Permit Requirements (CDC Section 201-2.18).

1. Submit two (2) of each of the following for initial applications as well as renewals:

- A.** Completed **Type I Home Occupation Application** included in this packet, with date and original signature of the property owner.
 - B.** An accurate **site plan of the property AND floor plan of the house**, drawn to scale, similar to the example included in this packet. The plan shall show building setbacks, property lines and dimensions, all structures on the property with use identified, location and dimensions of the off-street parking, each room in the house labeled and the square footage of each room in the house. Basements and attached garages are considered part of the house and should be included in the floor plan with a label and square footage.
 - C.** Completed **Type I Home Occupation Supplemental Information** form included in this packet.
 - D.** Copy of Washington County's **Official Tax Map** that contains the subject property. Available either from Current Planning or online at <http://washims.co.washington.or.us/InterMap/>
- 2. Pay Fees:** Please refer to the current copy of the Current Planning fee schedule and remit required payment when submitting the application. Checks payable to: *Washington County*.

Type I Home Occupation Initial: _____

Type I Home Occupation Renewal: _____

Groundwater Study Rural Surcharge: _____

NOTE: A site inspection may be done prior to the issuance of a home occupation development permit.

If you have any questions regarding the Washington County Community Development Code standards or application requirements for a Type I Home Occupation Permit or Renewal, please contact Current Planning at (503) 846-8761.

If structural additions or alterations are needed for this business, a building permit may be required. Please contact Building Services at (503) 846-3470 for building permit information.



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Type I Home Occupation Application

CPO: _____ COMMUNITY PLAN: _____

EXISTING LAND USE DISTRICT: _____

ASSESSOR MAP: _____ TAX LOT NUMBER: _____

NOTE: Contiguous property under identical ownership will be reviewed as part of this application and may be subject to conditions of approval. List assessor map and tax lot numbers of all contiguous property under identical ownership:

SITE ADDRESS: _____

SITE SIZE: _____

EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: _____

We, the undersigned, hereby authorize the filing of this application and certify that the information contained in this application is complete and correct to the best of our knowledge. This also authorizes the designated Applicant's Representative (if applicable) to act on behalf of the Applicant for the processing of the request.

X _____
 OWNER CONTRACT PURCHASER DATE
Print Name: _____

X _____
 OWNER CONTRACT PURCHASER DATE
Print Name: _____

CASEFILE #: _____
(to be assigned by Washington County)

APPLICANT:

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

APPLICANT'S REPRESENTATIVE: NOTE: The Applicant's Representative will be the primary contact for the County.

COMPANY: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

OWNER(S): (attach additional sheets if needed)

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

ALSO NOTIFY:

NAME: _____

ADDRESS: _____

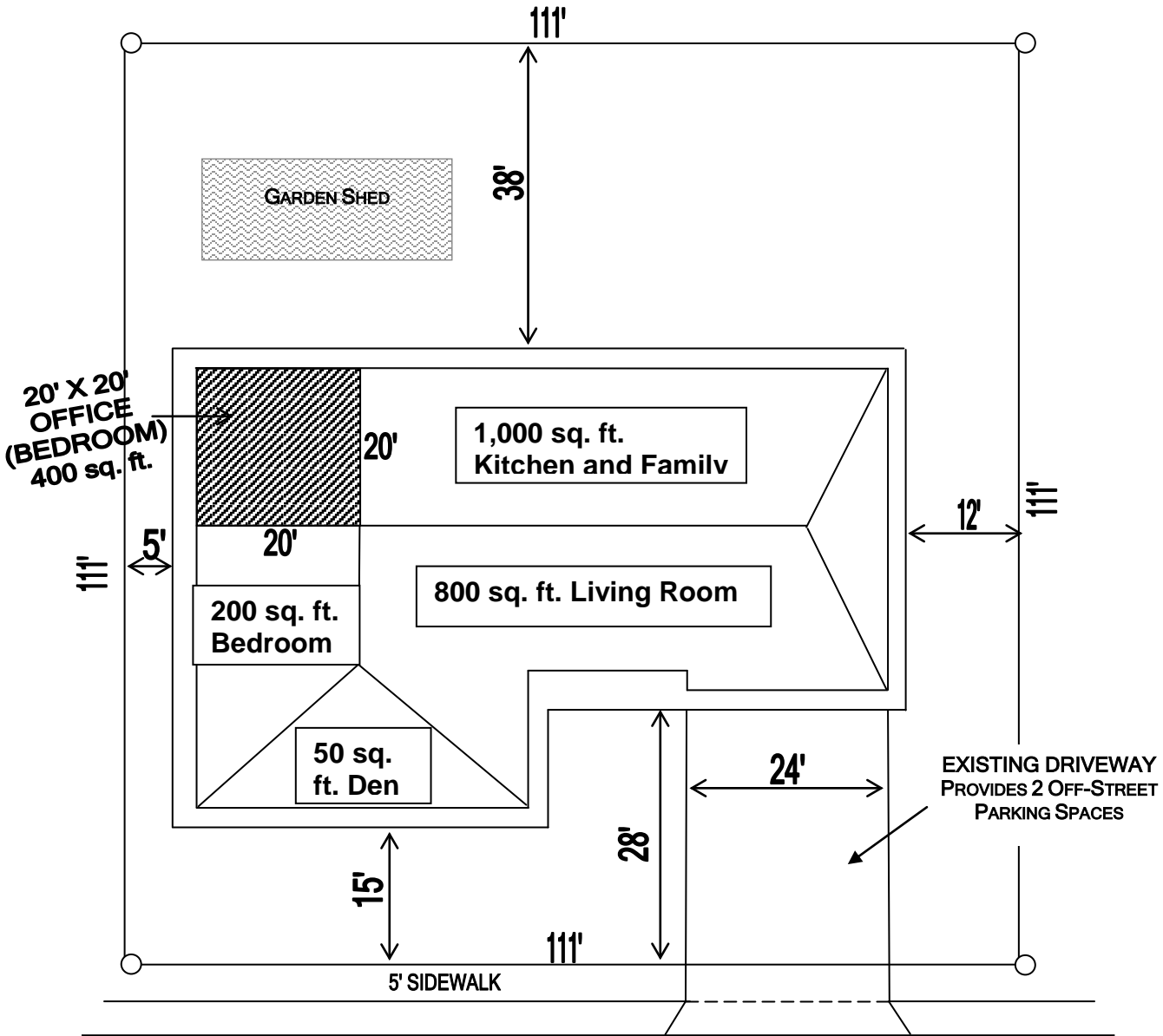
PHONE: _____

FAX: _____

PLEASE NOTE:

- o This application must be signed by ALL the owners or ALL the Contract Purchasers of the subject property.
- o If this application is signed by the Contract Purchaser(s), the Contract Purchaser is also certifying that the Contract Vendor has been notified
- o No approval will be effective until the appeal period has expired.
- o Corporations require proof of signature authority for that entity according to their Articles of Incorporation or as registered with the State of Oregon Corporation Division at <http://www.filinginoregon.com>

EXAMPLE HOME OCCUPATION SITE PLAN



NORTH
SCALE: 1" = 20'



**400 SQ. FT. OFFICE /
2450 SQ. FT. HOUSE =
16% OF HOUSE
FOR HOME OCCUPATION**

**TOMMY SMITH
152 34AB 12300
180 SW CHICKENHAWK LN**

**TYPE I HOME OCCUPATION
SUPPLEMENTAL INFORMATION FORM**

Check one: Initial Permit Renewal Permit

1. What is the name of your business? _____

2. Business Address: _____

3. Describe in detail your business and how it will be operated from your home:

4. The home occupation shall not use more than 600 square feet or 25% of the floor area of the home, whichever is greater. List the square footage of the home (including the basement and/or attached garage) and the square footage of the area where the business is located.

Home: _____ sq ft Business: _____ sq ft

5. Home occupations shall not create any noise, odors, vibration, glare, fumes, or electrical interference detectable outside the home. Please describe in detail any equipment used in the course of your business. Include quantity, size and how equipment will be operated:

6. Outside activity and storage for the home occupation is prohibited. Describe where you will store the products and goods needed for your home occupation:

7. The home occupation may not employ persons who are not permanent residents of the home. How many employees does your business have and where do they live? _____

8. Are any vehicles used by the business? _____ If yes, list make(s) and model(s): _____

9. The home occupation must not require additional parking. Where will your customers park?

10. Type I home occupations may not exceed a weekly average of one (1) business-related delivery or pick-up per day, excluding regular residential deliveries by the U.S. Postal Service. What is the average number of **daily** delivery and pick-ups serving the business? _____

11. Type I home occupations are limited to no more than five (5) customers per day. What is the total number of **daily** customers that will come to your home? _____

12. Will you do any construction or additions to the home for this business? ____ Yes ____ No
If “yes”, where will the new construction be located and how will it be used? (Storage, office, etc.) _____

13. Describe any remodeling that will be done to the exterior of the house, specifically for the home occupation. _____

14. Home occupations are limited to one sign no greater than two (2) square feet in size. A building permit for a sign permit is required. Will you be placing a sign on your property to advertise your business? _____ Yes ____ No

If “yes”, answer the following:

How many square feet is the sign? _____ (must be two (2) square feet or less)

Where will the sign be located on the property? _____

Describe the sign: _____

Obtain the building permit for the sign PRIOR to any sign placement.

15. Acknowledgement and Signature:

I, _____, acknowledge that my signature affirms that the information submitted above, along with all attachments, is true and accurately reflects my home-based business.

Signature

Date

Please note: The only person who needs to complete the “Acknowledgement and Signature” is the person who actually completed the application.