

# Home Occupation Permit Application

NOTE: Approval of a Home Occupation Permit is required to operate a business from a home within a residential zone in the City Limits.

<b>Tracking Information (For Office Use Only)</b>	
Date Received _____	
Address _____	Zoning _____
Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied for the following reasons _____	
_____	
Decision Date _____	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, whichever 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*

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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:

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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) \_\_\_\_\_

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# Home Occupation Permit

(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 Banks Code of Ordinance, 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 Banks Municipal Code, under the following circumstances: 1) violation of any provision of the Community Development Code; 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 151.116 and 151.122 of the Banks Municipal Code as follows:

### 151.116 REVIEW CRITERIA FOR CONDITIONAL USE APPLICATIONS.

A. Generally. Conditional use applications will be approved if the following criteria have been met.

#### B. Criteria

1. The proposed conditional use will comply with the requirements of the district within which the site is located and with the additional provisions of §§ 151.060 et seq, except as may be provided for specific uses under the provisions of §§ 151.118 through 151.122.
2. The proposed use will not alter the overall character of the surrounding area, and will be compatible with its surroundings in terms of size, design, operating characteristics, and off-site impacts.
3. The transportation system is capable of supporting the proposed use, and adequate access and parking space can be provided to accommodate traffic expected to be generated by the use.
4. Public facilities (i.e. water supply, sewer service, storm water disposal, police and fire protection) are capable of supporting the proposed use.

### 151.122 HOME OCCUPATIONS.

A. Generally. Specific standards for home occupations in lieu of the conditional use criteria of § 151.116 are as follows.

#### B. Specifically.

1. No sign shall be used other than a nameplate not over 2 square feet in area.
2. There shall be no display that will indicate from the exterior that the building is used for any purpose other than a residence.
3. There shall be no outside storage of materials other than plant materials. No activities associated with the home occupation shall take place outdoors, with the exception of recreation in family day care.
4. The building shall retain the characteristics and appearance of a residence.
5. The home occupation shall not alter the residential character of the neighborhood.
6. There shall be no paid employees other than family members.
7. The activity shall occupy no more than 1/4 of the floor area of the primary structure, with the exception of family day care.
8. The maximum number of persons which may be cared for in family day care is 5 adults or 12 children.
9. Specifically prohibited, as a home occupation in a residential zone is the repair and assembly of all vehicles, equipment with an internal combustion engine, or large appliances.
10. Delivery or pickup to a home occupation may not be made by a large truck.

# Submittal Requirements Check List

## (Home Occupation)

The following is a check list based on the specific requirements for a Home Occupation permit.

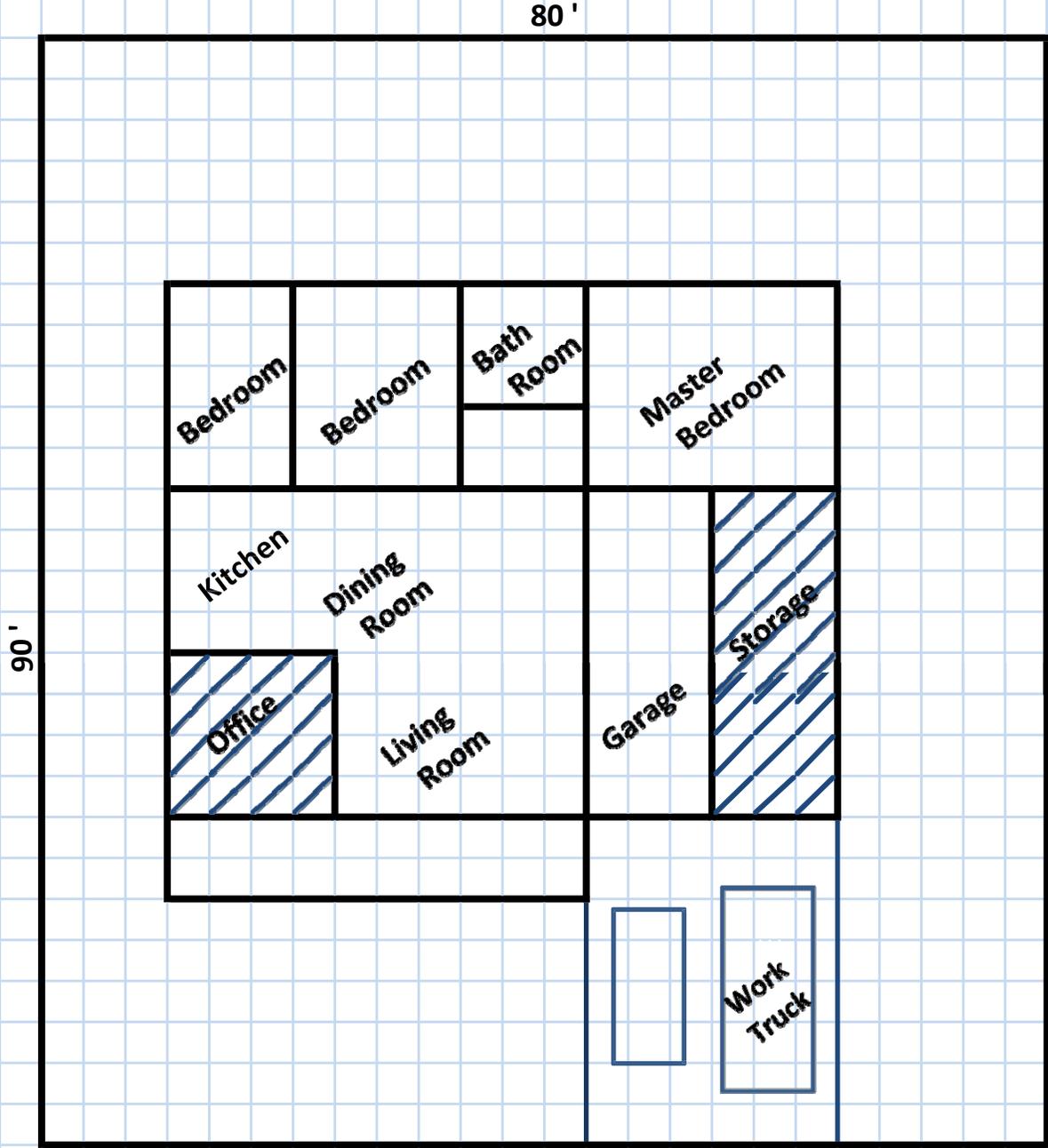
- Completed, Signed Application Form:** The original, completed and signed Home Occupation Permit Application form must include a “wet ink” signature from the property owner or authorized agent. This information must be reproduced so please write clearly using black/dark blue ink or type.
  
- Site Plans:**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

FORMOREINFORMATIONPLEASECONTACT:  
CityofBanks  
13680NWMainSt,Banks,OR97106  
Phone:(503)324-5112;Fax:(503)324-6674  
Website:www.cityofbanks.org

# Home Occupation Permit

## Example of Plot and Floor Plan



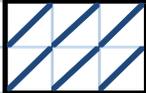
Total Square Feet = 2,279

Used for Home Occupation 169

Office = 260

Garage = 429 Square Feet

 = 10 feet

 Space Used for Business