



BUSINESS LICENSE APPLICATION (VALID FROM JULY 1ST TO JUNE 30TH)

As required under City of Phoenix Municipal Code, Title 5 - Business Taxes, Licenses and Regulations.

Step 1 - Application Type		
<input type="checkbox"/>	New Application (Business located within City Limits) ⇨ Go to Step 2a	
<input type="checkbox"/>	New Application (Business located outside of Phoenix) ⇨ Go to Step 4	
<input type="checkbox"/>	Change of Ownership ⇨ Go to Step 3	
Step 2a - Location		
<input type="checkbox"/>	Will your business be located in a Commercial Structure? ⇨ Go to Step 3	
<input type="checkbox"/>	Will your business be located in a Residential Structure? ⇨ Go to Step 2b	
Step 2b - Home Occupation		
<input type="checkbox"/>	I have read and understand the rules and regulations for running a business out of my home. I also understand that an initial fee of \$75/\$15 is due at the time this application is approved. See page 4 for more information about Home Occupation Permits.	
Step 3 - Number of Employees		
Number of employees:		
Step 4 - Business Information		
Business Name:		
Local Contact Name:		
Business Phone Number:		
Business E-mail:		
Street Address of Business Location:		
City:	State:	ZIP:
Detailed Description of Business:		
If any, please list license numbers (CCB, PB, etc):		
Step 5 - Business Ownership		
Business Owner Name:		
Owner Phone Number:		
Owner E-mail:		
Business Mailing Address:		
City:	State:	ZIP:
Step 6 - Additional Information		
Temporary Business:	<input type="radio"/> No <input type="radio"/> Yes	
Going door-to-door/passing out flyers:	<input type="radio"/> No <input type="radio"/> Yes	
Sale/Distribution/Processing/Cultivations of Marijuana	<input type="radio"/> No <input type="radio"/> Yes	
Sale of Alcohol:	<input type="radio"/> No <input type="radio"/> Yes	
Step 7 - Emergency Contacts		
Alarm Company:		
Name:	Phone Number:	
Property Owner:		
Name:	Phone Number:	
Local Manager:		
Name:	Phone Number:	



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Additional Fees May Apply for the Following:	
<input type="checkbox"/>	Home Occupation - I have read and understand the rules and regulations for running a business out of my home. I also understand that an initial fee of \$75 due at the time this application is approved. The foregoing shall be deemed conditions of this permit: Applicant shall adhere to all requirements as outlined in the Phoenix Land Development Code, Chapter 2.2.9.M - Home Occupation. It is also the applicants responsibility to check for compliance with CC&R's, if any apply.
<input type="checkbox"/>	Low Impact Home Occupation - I have read and understand the rules and regulations for running a business out of my home. I also understand that an initial fee of \$15 is due at the time this application is approved. The foregoing shall be deemed conditions of this permit: Applicant shall adhere to all requirements as outlined in the Phoenix Land Development Code, Chapter 2.2.9.M - Home Occupation. It is also the applicants responsibility to check for compliance with CC&R's, if any apply.
<input type="checkbox"/>	Sale/Distribution/Processing/Cultivations of Marijuana - Additional Fees may apply. Contact the Planning & Building Department for more information.
<input type="checkbox"/>	Sale of Alcohol - I understand that sale of alcohol has to be approved through the City Council and the OLCC Board.
<input type="checkbox"/>	Temporary License - I understand that a separate permit is required as well as a City Business License with a fee of \$75 is due at the time this application is approved.
<input type="checkbox"/>	Sign Permit - I understand that if I install any new signs (other than simply replacing the face of the sign) a separate permit is required with a fee of \$135 due before the installation of any sign(s).
Signature	
Sign: _____ Date: _____	

Base Fee:	\$ 60.00	<u>Please make checks payable to:</u> City of Phoenix 112 W Second Street Phoenix, OR 97535 (541) 535-2050 www.phoenixoregon.gov
Number of Employees (after the first 2):		
Total Additional Fees:		
Total:		
Change of Use:	<input type="radio"/> No <input type="radio"/> Yes	
Special Building Inspection:	<input type="radio"/> No <input type="radio"/> Yes	
Parking Requirements Met:	<input type="radio"/> No <input type="radio"/> Yes	
Change in SDC Requirements:	<input type="radio"/> No <input type="radio"/> Yes	
RVS Notified:	<input type="radio"/> No <input type="radio"/> Yes	
Planning Approval:	<input type="radio"/> No <input type="radio"/> Yes	
Building Approval:	<input type="radio"/> No <input type="radio"/> Yes	
Date Paid:		Receipt No:
Approved:	<input type="radio"/> No <input type="radio"/> Yes	
City Recorder:		Date:
Date:		



WRITTEN AUTHORITY OF PROPERTY OWNER

I, _____, am the owner of the real property identified by the Jackson County Assessor as Map _____, Tax Lot(s) _____, located at the address of _____ in the City of Phoenix, Oregon.

This authorization is given to _____ to conduct _____ (type of business) upon my said property with my full consent.

Printed Name: _____

Signature: _____

Date: _____



HOME OCCUPATION

Home Occupations. The purpose of this section is to encourage those who are engaged in small commercial ventures that are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses.

1. Use and development standards:

a. Appearance of Residence

- i. The home occupation shall be restricted to lawfully built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business.
- ii. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.
- iii. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).
- iv. No products and/or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.

b. Storage

- i. Outside storage, visible from the public right-of-way or adjacent properties, is prohibited.
- ii. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.
- iii. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

c. Employees

- i. Other than family members residing within the dwelling located on the home occupation site, there shall be no more than one full time equivalent employee at the home occupation site at any given time. As used in this Chapter, the term "home occupation site" means the lot on which the home occupation is conducted.
- ii. Additional individuals may be employed by or associated with the home occupation, as long as they do not report to work or pick up/deliver at the home.
- iii. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.

d. Advertising and Signs. Signs are not permitted at a home occupation site.

e. Vehicles, Parking, and Traffic

- i. One commercially licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.
- ii. There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 8 p.m. to 7 a.m.
- iii. There shall be no more than eight vehicles per day at the home occupation site.

f. Business Hours. There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7 a.m. to 8 p.m. only, subject to Sections a and e, above.

g. Prohibited Home Occupation Uses

- i. Any activity that produces radio or TV interference, noise, glare, vibration, smoke or odor beyond allowable levels as determined by local, state or federal standards, or that can be detected beyond the property line is prohibited.
- ii. Any activity involving on-site retail sales is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from art instructors, computer software from computer consultants, and similar incidental items for sale by home business are allowed subject to items a-f, above.
- iii. Any uses described in this Section or uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke, or vibration, such as:
 - a) Ambulance service;
 - b) Animal hospital, veterinary services, kennels, or animal boarding;
 - c) Auto and other vehicle repair, including auto painting or tow trucks;
 - d) Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes, or large equipment on-site.
 - e) Mobile food vendors.

h. Low Impact Home Occupation. A Home Occupation, which meets the following criteria, is considered a Low Impact Home Occupation and will be subject to reduced fees.

- i. All employees are members of the family.
- ii. Business traffic will be limited to vehicle deliveries which will not exceed one per day.
- iii. No noise is heard on a regular basis on the adjoining property. Examples of noise are power saws or sanders.

i. Enforcement. The Planning Director may visit and inspect the site of home occupations in accordance with this Code periodically to insure compliance with all applicable regulations, during normal business hours, and with reasonable notice. The Planning Commission may revoke the Home Occupation Permit if the site is found to be in violation of this Code. Code violations shall be processed in accordance with Chapter 1.4 – Enforcement.