



PLANNING DEPARTMENT
PO Box 330 • Phoenix, OR 97535
541-535-2050 • 541-535-5769 fax

Fee: \$75.00/\$15.00

**HOME OCCUPATION PERMIT
APPLICATION**

I. INFORMATION RELATING TO PROPERTY WHERE HOME OCCUPATION WILL BE CONDUCTED:

A. Location (Address) _____

B. Assessor's ID:

Township _____ Range: _____ Section: _____ Tax Lot: _____

C. Zoning: _____ R-1, Single-Family Residential
_____ R-2, Multiple Family Residential
_____ R-3, Multiple-Family Residential

D. Type of Structure: _____ Single-Family Home
_____ Duplex
_____ Multi-Family (3 or more units)
_____ Mobile Home

II. PROVIDE A DETAILED DESCRIPTION OF THE BUSINESS THAT IS TO BE CONSIDERED AS A HOME OCCUPATION: _____

III. APPLICANT/PROPERTY OWNER INFORMATION:

Applicant's Name: _____

Business Phone: _____ Home Phone: _____

Property Owner Name: _____

Business Phone: _____ Home Phone: _____

Property Owner's Address: _____

IV. AUTHORIZATION TO PROCESS:

Property Owner's Consent: I do by certify that I am the legal owner of record of the property described above and as such, I am requesting that the City of Phoenix process this application in accord with state and local ordinances.

Property Owner's Signature

Date

V. I do hereby affirm that I have read the regulations contained in the City of Phoenix Ordinance pertaining to home occupations and have agreed to conduct the proposed home occupation in accord with said regulations, including any additional conditions that may be imposed by the City at the time of approval. I also understand that failure to comply with these regulations may be grounds for revocation of the Home Occupation Permit.

Applicant's Signature

Date

Applicant's Signature

Date

VI. THE REQUIRED APPLICATION FEE MUST ACCOMPANY THE FILING OF THIS APPLICATION. IMPORTANT: Only complete applications will be processed. If you are unsure of the submittal requirements, please contact city staff for clarification.

FOR CITY USE ONLY

VII. THIS APPLICATION FOR A HOME OCCUPATION PERMIT HAS BEEN:

_____ APPROVED _____ DENIED

THE REASONS FOR DENIAL OR CONDITIONS OF APPROVAL ARE ATTACHED.

Planning Director

Date

Received by: _____

Date: _____

Fee Received: _____

Receipt No: _____

File No. Assigned: _____

2.2.9 – Special Standards for Certain Uses

M. 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 visits 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 two 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, or his designee, 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.