



Planning Department

(541) 535-2050 Fax (541) 535-5769

112 W 2nd Street/PO Box 330, Phoenix, OR 97535

HOME OCCUPATION APPLICATION

File No. HO _____ Fee \$ _____

NOTICE TO APPLICANT: Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Failure to provide complete and/or accurate information may result in delay or denial of your request.**

APPLICANT _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Applicant's interest in property _____

Signature _____ **Date** _____

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.

PROPERTY OWNER _____

Mailing address _____

Phone _____ **Fax** _____ **Email** _____

Property Owner's Consent: I do hereby 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.

Signature _____ **Date** _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

SITE LOCATION AND DESCRIPTION

Address _____ **Tax Map #(s)** _____ **Tax Lot #(s)** _____

Zoning R-1 R-2 R-3

Type of Structure Single Family Detached Home Duplex

Manufactured home in park Multi-family (3+ units)

Square footage of structure _____ **Square footage occupied by business** _____

Home Occupations may be approved if they are consistent with the standards outlined in Section 2.2.9 of the Phoenix Land Development Code (below). Please describe your proposed Home Occupation with specific responses addressing these criteria.

Describe the proposed business _____

OFFICE USE ONLY.

This institution is an equal opportunity provider and employer.

120 day time limit Accepted as complete _____ Final decision by _____

DLCD 45-day notice required Y/N Date mailed _____ Date of first hearing _____

Planning Commission hearing date _____ Notice mailed _____

Notice to media Publication date _____ Emailed _____

Notice of Decision Date mailed _____ Appeal deadline _____

Associated applications _____

Please check the following boxes to indicate you understand the requirements below.

- Structure maintains the appearance of a residence
- No outside storage of any materials related to the Home Occupation
- No more than one full-time non-family employee on the site at any time
- No signs
- No more than one commercially licensed vehicle on the site
- No more than eight vehicle visits per day
- Business will not operate before 7:00 a.m. and later than 8:00 p.m.
- There will be no impacts from the business affecting other properties (noise, glare, vibration, smoke, etc.).
- No vehicle repairs or painting
- No food sales

Electronic submittals to accompany this application form are encouraged. All text submittals should be provided in a Microsoft Word document; plans and other images should be formatted as a PDF.

Use additional sheets if necessary.

City of Phoenix Land Development Code Chapter 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.

SUBMITTAL REQUIREMENTS

The following items must be received in order to process an application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Jackson County Assessor at (541) 774-6059 or <https://jacksoncountyor.org/assessor>

1. Original, signed **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink.
2. All information required above and below, unless specifically waived by the Director.
3. The appropriate **fee**.
4. **All businesses operating within the City of Phoenix must obtain a Business License.**