



HOME OCCUPATION PERMIT APPLICATION

A Home Occupation Permit is required to operate a business from a dwelling within a residential zone in the City limits. Private property agreements such as Covenants, Conditions and Restrictions (CCRs) may have additional criteria or restrictions.

TRACKING INFORMATION (For Office Use Only)

File #: _____ Reviewing Planner: _____

Planning: Approved Denied for the following reasons: _____

Submittal Date: _____ Decision Date _____

SITE LOCATION & DESCRIPTION

Site Address: _____ Zoning: _____

Lot Size (Total Square Footage): _____

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) _____

GENERAL 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, which ever is less, can be used for the business.

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits

**HOME OCCUPATION PERMIT APPLICATION
(CONTINUED)**

GENERAL INFORMATION (CONTINUED)

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.*

4) Days and hours of operation for the business: _____

5) Number of vehicles to be used in connection with the business and location of vehicle parking on the site:

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)*

**HOME OCCUPATION PERMIT APPLICATION
(CONTINUED)**

APPLICANT AND OWNERSHIP INFORMATION

Applicant Name(s) _____

Mailing Address/State/Zip _____

Phone # _____ Email Address _____

If the applicant is not the property owner, permission from the owner must be provided below:

Property Owner(s) _____

Mailing Address/State/Zip _____

Phone # _____ Email Address _____

Property Owner's Signature _____ Date: _____

APPLICANT SIGNATURE

I hereby certify that my business will continually conform to the standards of Hillsboro Community Development Code (CDC), 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 Hillsboro Municipal Code, under the following circumstances: 1) violation of any provision of the CDC; 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** _____

SUBMITTAL CHECKLIST - HOME OCCUPATION PERMIT APPLICATION

Application submittal requirements are found in Section 12.70.110 of the Hillsboro Community Development Code (CDC), and the approval criteria for a Home Occupation permit are found in Sections 12.80.080 and 12.40.170 of the CDC. The following is a checklist based on the specific requirements for a Home Occupation permit:

- Completed, Signed Application Form:** The completed and signed Home Occupation Permit Application form must include a signature from the property owner or authorized agent.

- Plans:**
 - Site Plan:** Provide a scaled site 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, and note the area(s) devoted to the business.